

# **FISCAL YEAR 2020**

## **COMMISSIONERS OF ST. MARY'S COUNTY APPROVED BUDGET BOOK**



ST. MARY'S COUNTY, MARYLAND

APPROVED REVENUES AND APPROPRIATIONS  
OPERATING AND CAPITAL BUDGETS

FISCAL YEAR 2020

COMMISSIONERS OF ST. MARY'S COUNTY



Standing: Eric Colvin, John E. O'Connor, Michael L. Hewitt  
Seated: Todd B. Morgan, James R. Guy, President

St. Mary's County Government  
Chesapeake Building  
P.O. Box 653  
41770 Baldrige Street  
Leonardtown, Maryland 20650  
(301) 475-4200



# St. Mary's County Government

Dr. Rebecca Bolton Bridgett  
County Administrator

Prepared by:  
Department of Finance

L. Jeannett Cudmore....Chief Financial  
Officer  
Jody L. Quasney.....Deputy Director  
Shelly K. Bean.....Budget Analyst  
Patricia L. Litten .....Budget Analyst  
Sonyia L. Staats .....Budget Analyst  
Eleanor N. Abell .....Sr. Administrative  
Coordinator

ST. MARY'S COUNTY  
GOVERNMENT  
P.O. BOX 653, 41770 Baldrige Street  
Leonardtown, MD 20650  
301.475.4200  
[www.stmarysmd.com](http://www.stmarysmd.com)



## Equal Opportunity

### *Mission Statement*

*The mission of St. Mary's County Government is to be responsible and accountable to the County's citizens, provide high quality, cost effective and efficient services, preserve the Counties environment, heritage, and rural character, and foster opportunities for present and future generations.*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Commissioners of St. Mary's County  
Maryland**

For the Fiscal Year Beginning  
July 1, 2018

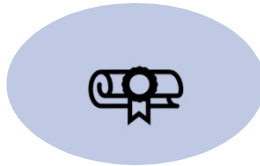
*Christopher P. Morill*

Executive Director

The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.



## THE MISSION OF THE COMMISSIONERS OF ST. MARY'S COUNTY



### **RESPONSIBLE TO THE COUNTY'S CITIZENS**

Low Taxes, Balanced Budget, High Ethical Standards, Citizen Engagement, Quality Customer Service, Transparent Operations, and Support Programs for Youth, Families & Seniors.



### **PROVIDE EFFECTIVE AND EFFICIENT SERVICES**

Robust Capital Improvements, Infrastructure Investments, Eliminate Unnecessary Obstacles, Enhance Partnerships, Use Data Driven Priorities, Identify Technological Opportunities, and Inspire Competent Human Resource Capabilities.



### **PRESERVE THE COUNTY'S ENVIRONMENT, HERITAGE, AND RURAL CHARACTER**

Follow Comprehensive Land Use Plan, Support Land Preservation, Parks & Recreation Plan, Conserve Agricultural Lifestyle, Preserve Historical County Assets, Lead Conservation Efforts, and Promote Our Heritage.



### **FOSTER OPPORTUNITIES FOR FUTURE GENERATIONS**

Prioritize Economic Development, Achieve Excellence in Public Education, Commit to Higher Education Opportunities, Provide Quality Public Safety, Foster Entrepreneurial Initiatives, Leverage Community Priorities, and Maximize Citizen Contributions.



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ST. MARY'S COUNTY

APPROVED OPERATING AND CAPITAL BUDGETS

FOR FISCAL YEAR 2019-2020

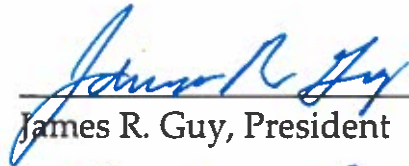
The Approved Budget for St. Mary's County for Fiscal Year beginning July 1, 2019 and ending June 30, 2020, as represented by the detailed and fully itemized statement contained within the "Approved Budget Document", is this date, May 21, 2019 approved by the Commissioners of St. Mary's County.

THIS DATE:

May 21, 2019

BY ORDER OF  
THE COMMISSIONERS  
OF  
ST. MARY'S COUNTY



  
James R. Guy, President


  
Eric Colvin, Commissioner


  
Michael L. Hewitt, Commissioner

  
Todd B. Morgan, Commissioner

  
John E. O'Connor, Commissioner

ATTEST:

  
Dr. Rebecca Bolton Bridgett  
County Administrator

  
L. Jeannett Cudmore  
Chief Financial Officer

# FY2020 APPROVED BUDGET MESSAGE

## TO THE CITIZENS OF ST. MARY'S COUNTY:

The Commissioners of St. Mary's County approved this FY2020 Budget on May 21, 2019. It is based on recurring revenues of \$238,232,064 and the use of fund balance of \$14,881,410 combined increase of \$22,958,031 or 10% compared to the FY2019. Recurring expenses are limited to recurring revenues. Allocation to the Board of Education increases their recurring funding by \$2,390,396. Funding for the Sheriff's Office is increased by \$3.4 million over the FY2019 approved. The capital improvement program (CIP) budget includes funding for Asphalt Overlay: Adult Detention Center Upgrades, Housing & Medical Units (ADC); Patuxent Park Neighborhood Preservation; Agriculture Land Preservation, Rural Legacy Programs and North County Farmer's Market; Airport Improvements; Public Safety Computer and Radio System Upgrades; Animal Shelter; Multi-Purpose Synthetic Turf Fields and Recreation Facility and Park Improvements; and \$13.5 million in public school projects - for a total of \$81.7 million.

### REVENUE RATES

The County's Property tax rate remains the same as the prior year at .8478 which is .0652 higher than the Constant Yield Tax (CYT) rate of \$.8426. Assessments from the State grew by 1.9% compared to final assessments for FY2019, reflecting a modest growth. The Property Tax Revenue increase is approximately \$1.8 million or 1.6%, over the FY2019 Approved Budget. The senior tax credit programs collectively reduce property taxes by an estimated \$1,050,000.

The County's Income tax rate will increase to 3.17% on January 1, 2020 and revenue is expected to increase \$7.3 million over the FY2019 Approved Budget for the first year. The income tax revenue for FY2020 reflects an assumed 4% growth in taxable income, based on the average 3-year growth of 3.8% in tax years 2015 – 2017. The additional revenue will adequately fund Public Safety, Education and County Government.

Revenues, excluding grants and the use of fund balance, are estimated to increase by approximately \$9.8 million over FY2019. From total budget perspective revenue growth, excluding the rate increase and use of fund balance, the future budgets are projected to be between 2% and 3%. As we made decisions about this budget, we considered the long term and recurring impact of any changes we proposed, including the review of a multi-year operating plan through FY2024. CIP Operating Impacts continue to be reviewed closely in the next couple of years with completed projects having a need for over 22 employees principally for the ADC.

### ALLOCATIONS REFLECT COMMUNITY PRIORITIES

The County's recurring funding for the Sheriff's Office increased by 7.2% for non-grant activities. Funding increase primarily reflects new employees – operating impacts for ADC and Sheriff District 4 Office and promotional ranks. The ADC project has construction funding starting in FY2020, for a total project cost of \$28.5 million. Project includes \$13.4 million of State funding. Funding for the Sheriff's Office includes a three-year phase-in of compensation study, with a merit and 1% COLA.

We increased the Board of Education recurring funding by 2.3%, which brings total county funding to \$106,242,921; State-mandated maintenance of effort requires \$103,156,261. Funding for the BOE represents over 46% of the County's non-grant and recurring revenue. When combined with State and other funding,

the Board of Education unrestricted operating is \$222,085,767, 3.7% increase over FY2019 Approved Budget.

Recurring funding for County department-based activities and programs, excluding grants, increased by \$2.7 million, 6.5%. Departments reflect a net increase of 19.25 positions and increased costs for public safety technology upgrades and maintenance. Funding for County Departments includes a three-year phase-in of compensation study, with a merit and 1% COLA. Fee related changes are included for Land Use & Growth Management, Public Works & Transportation, and Recreation & Parks Enterprise Fund.

Mechanicsville Volunteer Rescue Squad rescue tax rate increased from .014 to .020.

### **MAINTAINING ADEQUATE RESERVES**

The June 30, 2018 audit reflects an unassigned general fund balance of \$36.5 million. The ratio of County reserves to Revenue percentage is 23.28%. This budget includes the use of \$14.8 million of unassigned general fund balance for CIP Pay-Go funding and Non-Recurring Operating in the general fund – with the use of an additional \$746,446 CIP Pay-Go for FY2021. We feel this planned use of non-recurring funds will maintain our policy percentage of 15%. Maintaining a healthy fund balance can help the County to weather negative revenue results and avoid sudden disruption or elimination of services, by allowing time for a plan to be developed to address negative trends.

Retiree Health Benefits are funded at \$3.3 million; this reflects payment to current retirees. The County Net OPEB Liability at June 30, 2018 was \$24.9 million. Debt Service reflects an increase of \$1.9 million - primarily for annualized payment for \$30 million sold in FY2019 and half of the interest for planned sale in FY2020.

Debt Capacity is analyzed during the Capital Improvement Process using two ratios: 1) The Debt to Assessed Value, below our Legal Debt Limit of 2.15%, to include the debt of METCOM and 2) Debt Service expense to Operating Revenues below 10%. In the six-year plan, Debt to Assessed Value ratio ranges from 1.68% to 2.14%. The Debt Service expense to Operating Revenues ratio ranges from 5.36% to 6.22%. We are well within Debt Affordability on both ratios.

### **POSITIONING COUNTY SERVICES FOR STABILITY**

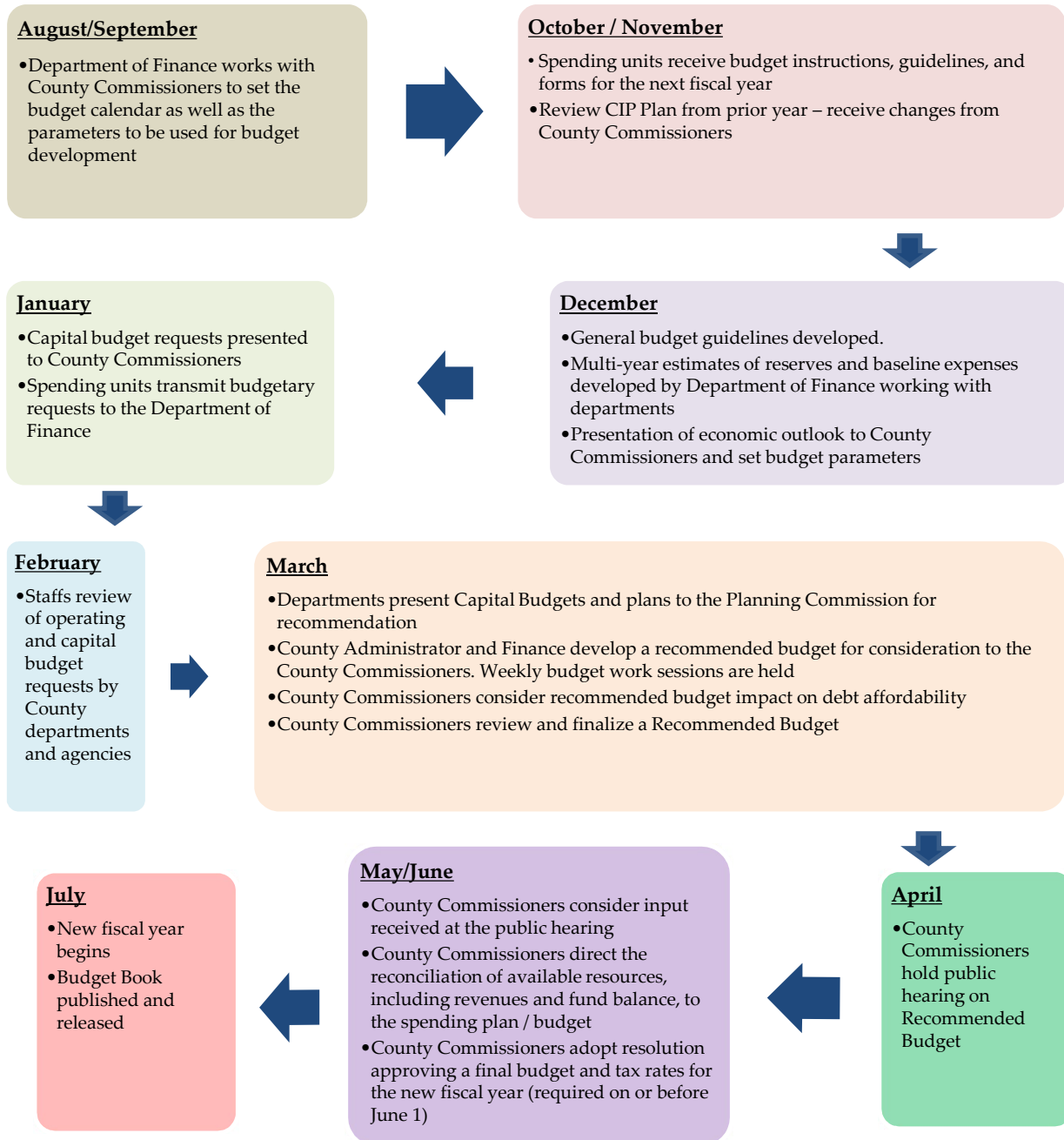
This Approved Budget is our proposed fiscal plan for FY2020. We review each budget request carefully and apply resources based on the needs and priorities of this community. It is challenging to strike a good balance between available resources and sustainable spending.

A stable financial position doesn't start or end with a budget. It takes ongoing focus and commitment. Through the efforts of our dedicated staff, we continually explore ways to streamline efforts, save costs, leverage technology, and collaborate with partners, to meet the needs and expectations of our citizens as well as unfunded mandates, within our current budget projections.

**COMMISSIONERS OF ST. MARY'S COUNTY**

# THE ST. MARY'S COUNTY BUDGET PROCESS

The County budget consists of the current expense operating budget, the capital budget and program, and the budget message. It represents a complete financial plan of the County and reflects receipts and disbursements from all sources. The County budget formulation process begins in August for the fiscal year that begins on the following July 1. The steps in the budget process are as follows:





## READERS' BUDGET GUIDE

The *Introduction* includes information with respect to the County's budget process.

The *Operating Budget* section presents summary and detailed information concerning the General Fund revenue structure and projections. The General Fund expenditure structure is described; summary and detailed information is included by spending unit and departments. Spending unit budgets are individually presented by the following sections: County Departments, Elected Officials, State Agencies/Independent Boards, and Other Budget Costs. Each spending unit budget displays a categorization of expenditures for the actual FY2018 expenditures, the approved FY2019, and the requested and approved FY2020 budgets. It also includes a description of the spending unit's programs and responsibilities, and highlights of the budget for FY2020. Performance indicators provide citizens and decision-makers with a clear understanding of both the size and scope of County services, as well as service and activity trends. Also provided is a Multi-year General Fund projection for FY2021 – FY2024. Summary financial information is also presented on the County's Enterprise and Special Revenue Funds, Special Assessments Funds, and Fire/Rescue District Tax.

The *Capital Budget* section includes summary and detailed information relative to the Capital Improvements Fund and highlights of the FY2020 Capital Budget and Five-Year Capital Program (FY2021 to FY2025). Individual project pages are presented within the following project categories: Land Conservation, Highways, Marine, Public Facilities, Public Schools, Recreation and Parks, and Solid Waste. Each project page contains a project description, reference compliance with the Comprehensive Plan, discussion of operating budget impact, project cost by phase and year, funding source, and a section on impact on annual operating budget for current fiscal year and future five years.

The *Appendix* provides supplemental information on the County government organization, authorized positions and salary schedules, the property tax and other local taxes, outstanding County debt, fund balance, and legal budgetary and fiscal procedures. It also includes demographic information about St. Mary's County and a brief history. A glossary of terms is also included.

# FISCAL YEAR 2020 BUDGET – How to Read the Budget Page

<p><i>Reading a typical budget page</i></p>	<p><b>Operating Budget</b>                  The budget document presents in a standard format –                  A description of functions, activities, and goals for each department, or spending unit. Then followed with additional information as shown on the next two pages.</p>
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Name of Spending Unit →

Link to mission on page II ↗

## COUNTY COMMISSIONERS / ADMINISTRATOR

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### DESCRIPTION

The Commissioners of St. Mary’s County establishes all County policies, enacts ordinances which have the force and effect of law, reviews and approves annual budgets and work plans for all departments and agencies receiving county funds, conducts public hearings and makes decisions on land use matters involving zoning, and water and sewer categories. The County Commissioners appoint all department heads and members of boards, committees and commissions, purchase and maintain county property, approve road construction and maintenance, and serve as the county’s chief elected officials in dealing with other counties, and the state and federal governments. The County Commissioners’ office serves as a contact point for citizens and responds directly to citizens on a variety of areas ranging from general information to specific assistance with government procedures and programs. The Commissioners’ Office provides staff support for County Commissioner meetings and individual County Commissioners. The Commissioners’ Office maintains the Commissioners’ meeting records, resolutions and ordinances, correspondence and administrative files, the official “Seal of St. Mary’s County,” and prepares their agenda and schedules for future events.

An appointed County Administrator is responsible for the day-to-day administration of county government, supervision of all government department heads, and coordination of staff activities under the County Commissioners’ jurisdiction. The County Administrator assigns and reports on general business actions and functions of county government and provides periodic performance reports on projects or problems. The County Administrator oversees the Public Information Office. The County Administrator is responsible for the follow-up actions that result from developments at meetings as directed by the Commissioners of St. Mary’s County. The County Administrator serves as the official County Commissioner representative at court actions, hearings, and inquiries at the local, regional and state level. The office also processes incoming mail to the Commissioners and hosts the county’s switchboard.

The Public Information Office oversees communications with the media and the public, including news releases, the county’s website, social media sites (Facebook, Twitter, YouTube and Flickr) and the dissemination of emergency information. The office also manages the county’s cable station St. Mary’s County Government TV 95 (SMCG TV 95). The Public Information Office plans and provides staff support for Commissioners of St. Mary’s County events such as the annual Flag Day ceremony and the Veteran’s Day Parade. The Public Information Office prepares proclamations, commendations and special awards from the commissioners to recognize special accomplishments of individuals, organizations and employees. The office plays a central role in

# FISCAL YEAR 2020 BUDGET – How to Read the Budget Page

<p><i>Reading a typical budget page</i></p>	<p><b>Operating Budget</b> The Description is followed by the operating budget. The budget page shows actual and estimated expenditures over a three-year period, and major highlights of the new budget. Staffing, and quantitative indicators of workload and performance are also presented.</p>
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## COUNTY COMMISSIONERS / ADMINISTRATOR

---

**DESCRIPTION (continued)**  
the dissemination of information in emergency situations as well as issuing news releases and other information to the media and the public. This office is also responsible for overseeing the content and organization of information on the county website and other social media sites on behalf of the Commissioners.

**OPERATING BUDGET**

County Commissioners / County Administrator	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
Legislative/County Commissioners	429,794	\$477,634	\$477,634	\$487,866
County Administrator	366,171	404,934	404,934	428,737
Public Information	222,050	247,909	461,904	356,347
<b>Total Department</b>	<b>1,018,015</b>	<b>\$1,130,477</b>	<b>\$1,344,472</b>	<b>\$1,272,950</b>

**HIGHLIGHTS**  
The budget for the County Commissioners/Administrator is \$1,272,950, an increase of \$142,473 or 12.6%. It includes the county employee compensation changes mentioned in the budget highlights and new video screen equipment upgrades in CSMC Meeting Room.

**STAFFING**

County Commissioners / County Administrator	FY2019 Adjusted	FY2020 Request	FY2020 Approved
Legislative/County Commissioners	6.5	6.5	6.5
County Administrator	3.0	3.0	3.0
Public Information	3.0	5.0	3.0
<b>Total Department</b>	<b>12.5</b>	<b>14.5</b>	<b>12.5</b>

**PERFORMANCE MEASURES**

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
Board of Health meetings	1	2	2
Boards, Committees and Commissions	39	43	44
Coffee w/County Administrator	6	6	6
County Administrator Business Items Approved	206	239	240
CSMC Budget Work Sessions	9	10	10
CSMC Business Meetings	58	47	50

Will show the budget for organization by division (if applicable) & total →

Overview of the budget for the new year, including major changes from the prior budget →

Specific quantitative measures of work to be performed or accomplished or results obtained →

Funds requested in New Year

Funds approved in New Year ←

Original approved budget

Audited actual expense for prior year

Full-time and Part-time staff by Division for prior, requested and approved budgets ←

## FISCAL YEAR 2020 BUDGET – How to Read the Budget Page

<i>Reading a typical budget page</i>	<p style="text-align: center;"><i>Operating Budget</i></p> <p>The amount of pages for departments or spending unit will vary.</p>
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<b>COUNTY COMMISSIONERS / ADMINISTRATOR</b>			
<b>PERFORMANCE MEASURES (continued)</b>			
Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
CSMC emails processed	2,002	1,317	1,400
CSMC Executive Sessions	49	64	50
CSMC Public Forums	4	4	4
CSMC Public Hearings	17	9	12
Events attended by CSMC	224	250	250
Incoming USPS mail processed	820	600	600
Managers meetings	8	10	10
MetCom joint meetings with CSMC	2	2	2
Minutes prepared for meetings	36	37	37
NAS/PAX River joint meetings with CSMC	2	2	2
News releases issued	296	300	300
OPEB meetings	4	4	4
Phone calls from citizens	21,966	28,000	30,000
Proclamations and commendations issued	352	350	350
Resolutions and Ordinances passed by CSMC	41	42	44
Sheriff's Retirement Board meetings	10	10	10
SMC Public Schools joint meetings with CSMC	2	2	2
Special events: Fire/Rescue, Law Enforcement Day, Flag Day, Veterans Day, Ribbon Cuttings, groundbreaking, etc.	12	15	15
Tri-County Council full council meetings	4	4	4
Video-tape productions (in-house meetings, off-site shoots, special projects)	343	350	350
Written responses to citizens from CSMC	164	227	225
XMT – Executive Management meetings	19	20	20



# FISCAL YEAR 2020 BUDGET – How to Read the Budget Page

<p><i>Reading a typical budget page</i></p>	<p><b>Capital Budget</b></p> <p>A separate project page is presented for each capital project approved in either the budget year or planned for future program years. The project purpose and scope are described, estimated costs are broken down by project phase, and funding is indicated by specific revenue source. The specific location of the project is also indicated.</p>
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## A TYPICAL CAPITAL BUDGET PAGE

Specific Capital Project

Description, planning justification & other detailed information

Discussion of Operating Budget Impact

Prior year funding


Project expenses

Total estimated Project costs

Specific source of funds for project by year

Incremental operating costs by current year

**FY20 - FY25**

<b>Capital Improvement Program</b>	<b>Project Number</b> HW-1202	<b>Classification</b> Highways
<b>Project Title</b> FDR Boulevard (MD4 to Pegg Rd.)		
<p><b>Project Description</b> Construct 3.7 miles of a two lane residential access way from MD Route 4 to Pegg Road (NAS Patuxent River main gate) to help relieve congestion and reduce delays along the MD 235 corridor by providing an alternative means for residents to travel to and from shopping and work, especially in the Lexington Park Development district. Project could remove thousands of trips per day in portions of the MD 235 corridor. Right-of-way width needed is 80' to 100'. The Project will include a raised 8'-20' median with extensive use of traffic calming devices (i.e. narrow 10'-11' wide lanes and roundabouts), 5' pedestrian/6' bicycle accommodations, landscaping and decorative lighting. Project is being completed in 3 phases in the following order: Phase 2 (completed); .2 mile between MD 246 and Shangri-La Drive; Phase 1: 1.7 miles between First Colony Blvd. and MD 237 in 3 sub-sections (A thru C, with 1A and 1B sub-sections substantially completed), 1C section under construction and to be completed in fall 2019, along with a wetlands mitigation site completed; Phase 3: 1.8 miles between MD 237 and Pegg Road will be separated into 2 sub-sections (3A and 3B). Phase 3 of the project also includes construction of the 10 foot wide Three Notch Trail.</p>		
<p><b>Compliance With Comprehensive Plan Section 11.3.2.A</b> Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1</p>		
<p><b>Discussion of Operating Budget Impact</b> Estimated roadway and stormwater maintenance costs are approximately \$6 per linear foot. At 3.7 miles, this equates to \$117,216 per year. Utility costs for electricity include 25 LED 80W lights for Phase 2, 212 LED 80W lights for Phase 1 and 190 LED 80W lights in Phase 3. Cost for electric service is estimated at \$4.50 per light per month which equals \$23,058 per year.</p>		
<p><b>5-Year Capital Plan</b></p>		
<b>Appropriation Phase</b>	<b>Total Project</b>	<b>Prior Approval</b>
<b>Budget</b>	<b>FY2020</b>	<b>FY2021</b>
<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>
<b>FY2025</b>	<b>Balance to Complete</b>	
<b>ARCHITECT/ENGINEERING</b>	1,750,000	1,600,000
<b>LAND/ESMT ACQUISITION</b>	5,658,772	5,658,772
<b>PH1-FIRST COLONY to M237</b>	13,806,800	13,806,800
<b>PH3- MD237 to PEGG RD</b>	18,912,050	13,900,484
<b>PH2 - MD246 to SHANGRI LA DR</b>	1,112,000	1,112,000
<b>WETLANDS MITIG/REFORESTATION</b>	375,000	275,000
<b>UTILITY RELOCATION (7-15%)</b>	1,968,638	1,152,638
<b>MATERIAL TESTING/ INSPECTION (3%)</b>	900,082	637,252
<b>CONSTRUCTION MANAGEMENT</b>	470,000	200,000
<b>CONTINGENCIES (10%)</b>	3,000,044	2,123,890
<b>TOTAL COSTS</b>	47,953,386	40,466,836
<b>Budget</b>	450,000	7,036,550
<b>Funding Schedule</b>		
<b>BONDS</b>	36,729,391	36,429,391
<b>TRANSFER TAXES</b>	275,200	275,200
<b>IMPACT FEES - ROADS</b>	3,057,905	2,757,905
<b>IMPACT FEES-SCHOOLS</b>	6,886,550	6,886,550
<b>PAY-GO</b>	459,340	459,340
<b>STATE FUNDS</b>		
<b>FEES IN LIEU/MITIGATION</b>	545,000	545,000
<b>TOTAL FUNDS</b>	47,953,386	40,466,836
<b>Budget</b>	450,000	7,036,550
<b>Operating Impacts</b>		
<b>STAFFING-FTEs</b>	FY2020	FY2021
<b>PERSONAL SERVICES COSTS</b>	FY2022	FY2023
<b>SUPPLIES &amp; MATERIALS (HIGHWAY DIVISION)</b>	FY2024	FY2025
<b>UTILITIES (COUNTY HWYS ELECTRIC)</b>	62,832	30,000
<b>TOTAL COSTS</b>	12,798	5,500
	75,630	5,500
	35,500	

Project Number

General budget category of CIP

Compliance information

Funds appropriated in current year for project

Estimated costs of project phases over the next 5 years

Total funding for Project

Incremental operating costs of project over the next 5 years

## FY2020 APPROVED BUDGET SUMMARY

FUND DESCRIPTION	FY2018 ACTUAL	FY2019 APPROVED	FY2020 REQUESTED	FY2020 APPROVED
<u>General Fund</u>	\$ 215,217,640	\$ 230,155,443	\$ 257,502,368	\$ 253,113,474
<u>Enterprise Funds</u>				
Recreation and Parks Activity Fund	2,478,424	4,006,391	3,916,880	4,008,046
Wicomico Shores Golf Fund	1,275,139	1,423,807	1,375,831	1,528,269
Solid Waste & Recycling	4,056,335	4,694,832	5,027,687	5,258,705
<u>Special Revenue Funds</u>				
Miscellaneous Revolving Fund	239,446	802,626	782,876	786,658
Special Assessments Fund	42,369	48,694	48,694	48,694
Emergency Services Support Fund	3,220,236	3,730,366	3,736,699	3,946,707
<u>Other Operating Funds-Independent Boards</u> ( <i>Non-Appropriated State, Federal, Miscellaneous Funds</i> )				
Board of Education-General Operating	107,120,002	110,407,390	113,942,811	115,842,846
Board of Education - Restricted Fund	13,627,526	21,621,450	22,161,838	27,815,426
Board of Education - Revolving Fund	7,375,549	7,505,100	7,853,740	7,853,740
Board of Library Trustees	978,555	986,281	1,029,755	1,029,755
College of Southern Maryland	8,895,487	10,675,198	10,560,282	10,772,060
<u>Capital Projects Fund</u>	50,581,291	58,702,945	82,220,643	81,700,793

## THE TOTAL BUDGET FOR ST. MARY'S COUNTY

The General Fund is the portion of the budget where general tax revenues such as property and income taxes are collected, and where general expenditures such as the County's cost for education, law enforcement, highway maintenance, and libraries are reported.

Additionally, County expenditures are incurred in several other funds. There are two separate enterprise funds which account for the operations of various county-wide recreation programs and the operations of the County's public golf course, as well as the solid waste enterprise fund. There are also special revenue funds which account for the emergency services support tax, special tax district costs, and other miscellaneous programs. These miscellaneous revolving funds include several Department of Aging and Human Service activities.

In addition to the county funding, the Library, Public Schools, and College of Southern Maryland receive significant resources from other sources, such as the State of Maryland, which are reflected as Other Operating Funds. As part of the annual budget process, the Commissioners of St. Mary's County must also authorize the expenditure of State, Federal, and other revenues of the independent boards which manage the school system, public libraries, and the College of Southern Maryland. These revenues are received by the respective boards and not by the County government; thus, the revenues are not appropriated in the annual budget ordinance but are still authorized for expenditure by the Commissioners.

The combination of the general fund, enterprise funds, special funds, and the non-county operating funds of the independent boards comprise the entire operating budget for St. Mary's County. The Commissioners of St. Mary's County adopts a separate capital budget for the financing of long-term capital improvements.



## DESCRIPTION OF FUNDS

### Governmental Funds:

Governmental funds are used to account for essentially the same functions reported as governmental activities, focusing on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources. The Commissioners of St. Mary's County maintains five individual governmental funds: general, capital projects, special assessments, fire and rescue revolving funds, and emergency support.

*General* – The general fund is the largest fiscal activity of St. Mary's County and accounts for all the revenues and expenditures for basic services provided to citizens. These services include education, public safety, public works, regulatory services, library services, and various health and human services. Revenue for the general fund is from a broad array of taxes and revenues such as property taxes, income taxes, other local taxes, licenses and permits, service charges, grants, highway user fees, investment income and fund balance.

*Capital Projects* – Capital project expenditures and revenues are accounted for in a separate Capital Improvements Fund. The St. Mary's County Code requires the annual adoption by the Commissioners of St. Mary's County of a separate capital budget and program. The budget and plan are categorized according to the following project classifications: land conservation, highways, marine, public facilities, public schools, recreation and parks, and solid waste. Financial resources include debt-borrowing, federal and state grants, general fund revenues, and other local government and private sector contributions.

*Miscellaneous Revolving Fund* – This is a special revenue fund established to account for certain earmarked revenue sources designed to finance particular functions or activities. The combination of audited fund balance and projected revenues should equal or exceed the requested expenses.

*Special Assessments* – In St. Mary's County there are four distinct classifications of special assessments. These include: shore erosion control, roadway improvements and lighting, storm water drainage, and waterway dredging. Depending upon the type of special assessment, the project may require interfund loans. Provision is then made for the benefiting property owner to pay installments through the property tax system on an annual basis.

*Emergency Support* – Through an Emergency Services Tax, the County dedicates a funding stream for the County's emergency services activities and organizations, funded by that tax. Funding supports the county's volunteer fire departments and rescue squads as well as the advanced life supporting operation. The funds are remitted by the Treasurer and credited to this revolving fund.

### Enterprise Funds:

Enterprise Funds are used to report the same functions presented as business-type activities. The Commissioners of St. Mary's County uses enterprise funds to account for Wicomico Golf Course, fee-based Solid Waste and Recycling Activities, and Recreation Activities.

*Wicomico Golf Course* – The Wicomico Shores Golf Enterprise fund finances the public golf operation in St. Mary's County. This complex includes an 18-hole golf course, restaurant, banquet room, club house, pro shop and two tennis courts.

*Solid Waste and Recycling* – This enterprise captures the direct operating costs and related fees. The Solid Waste and Recycling Fee is collected annually through the Property Tax bills (Environmental Service Fee).

*Recreation Activities* – Programs offered through the Recreation Division of the Department of Recreation and Parks are financed through fees established for the different activities. Programs and facilities include child care centers, summer day camps, sports programs, youth and adult leisure programs, amusement park ticket sales, gymnastics center, regional park, indoor recreation center, teen center and museums.

## DEPARTMENT or AGENCY / FUND RELATIONSHIP

The following table shows which funds are utilized for each Department / Agency:

	GOVERNMENTAL			ENTERPRISE		
	General Fund	Capital Projects	Other	Solid Waste/ Recycling	Wicomico Golf	Recreation Activities
<b>County Departments</b>						
County Commissioners/County Administrator	√					
Aging & Human Services	√		√			
County Attorney	√					
Economic Development	√	√				
Finance	√					
Human Resources	√		√			
Information Technology	√					
Land Use & Growth Management	√		√			
Public Works & Transportation	√	√	√	√		
Recreation & Parks	√	√			√	√
Emergency Services	√	√	√			
<b>Elected Officials</b>						
Circuit Court	√					
Orphans' Court	√					
Office of the Sheriff	√	√	√			
Office of the State's Attorney	√		√			
Office of the County Treasurer	√					
<b>Boards and State Agencies*</b>						
Department of Health	√					
Department of Social Services	√					
Alcohol Beverage Board	√					
Board of Elections	√					
University of Maryland Extension (UME)	√					
Ethics Commission	√					
So. MD Forest Conservation Board	√					
Soil Conservation District	√					
So. MD Resource Conservation & Development	√					
So. MD Tri-County Community Action Committee, Inc.	√					
Tri-County Council for Southern Maryland	√					
Tri-County Youth Services Bureau, Inc.	√					
SDAT - Leonardtown Office	√					
Southern Maryland Higher Education Center	√					
Board of Education	√	√				
College of Southern Maryland	√	√				
Board of Library Trustees	√	√				

*\*County Funding relationship only*

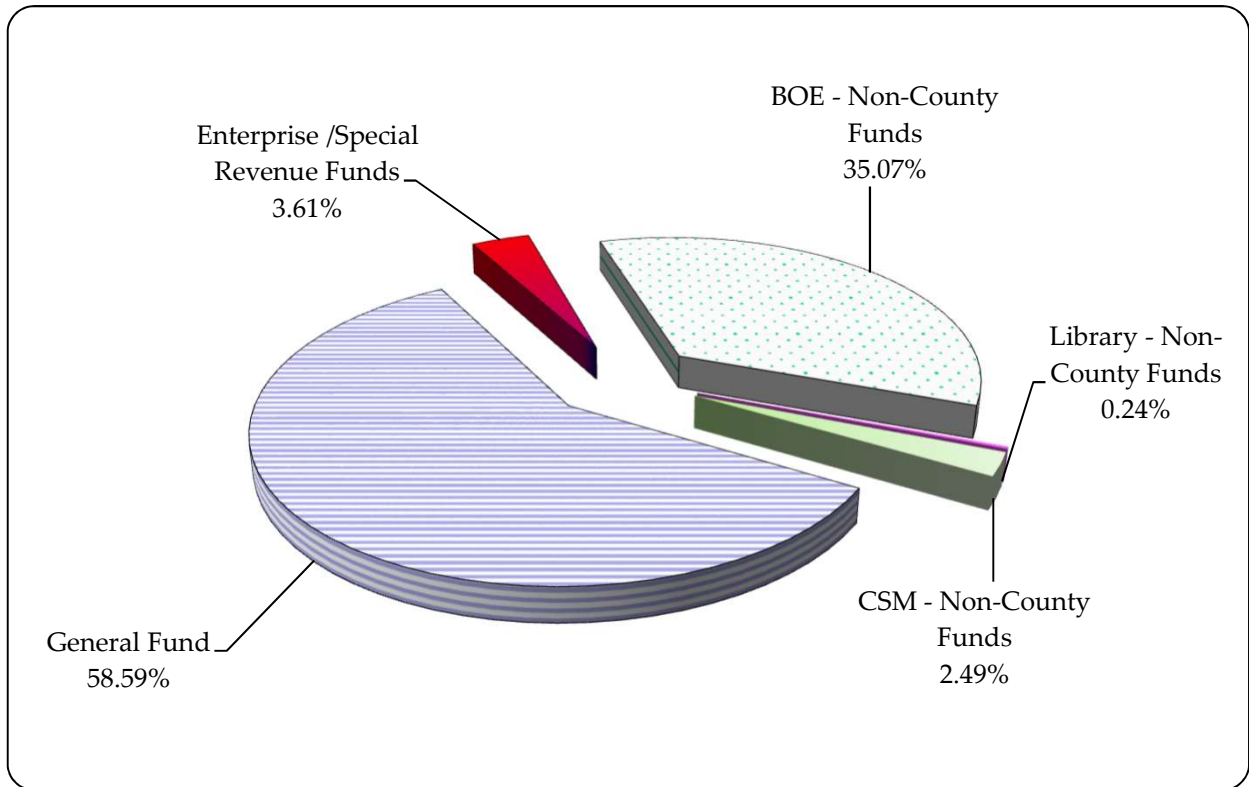
## BASIS OF ACCOUNTING / BUDGETING

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied. The measurement focus identifies which transactions should be recorded.

### Basis of Accounting – Accrual, Modified Accrual and Budget Basis

- a. *Accrual Basis* – The Commissioners of St. Mary’s County, for both governmental and business-type activities use the accrual basis of accounting in their financial statements and also, the proprietary and fiduciary fund financial statements. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recognized when incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.
- b. *Modified Accrual Basis* – Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available; “Measurable” means knowing or able to reasonably estimate the amount, and “Available” means collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the County considers revenues to be available if they are collected within 60 days after year-end. All other revenue items are considered to be measurable and available only when cash is received by the County. Expenditures (including capital outlay) are recorded when the related liability is incurred. However, debt service expenditures (principal and interest), as well as expenditures related to compensated absences and claims and judgments, are recorded only when due.
- c. *Budget Basis of Accounting* – The County also utilizes a budget basis of accounting, in order to provide a meaningful comparison of actual results with budget estimates. Under the budget basis, encumbrances are recorded as the equivalent of expenditures, as opposed to only a reservation of fund balance.

## FISCAL YEAR 2020 TOTAL OPERATING BUDGET - BY FUND



**Chart shows the Percentages of the FY2020 Operating Budget - by Fund Categories**

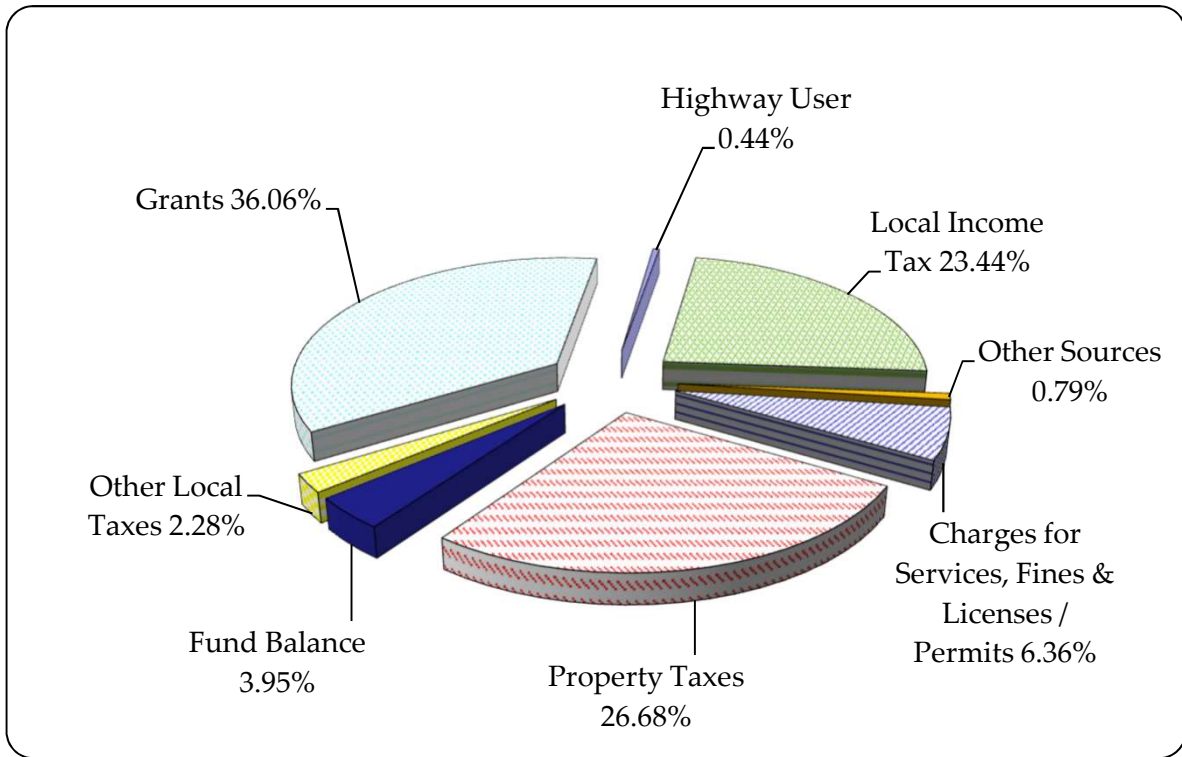
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General Fund	\$253,113,474
Bd. of Education - Non-County Funds	151,512,012
Enterprise / Special Revenue Funds	15,577,079
CSM – Non-County Funds	10,772,060
Library - Non-County Funds	<u>1,029,755</u>
Total – All Funds	<u>\$432,004,380</u>

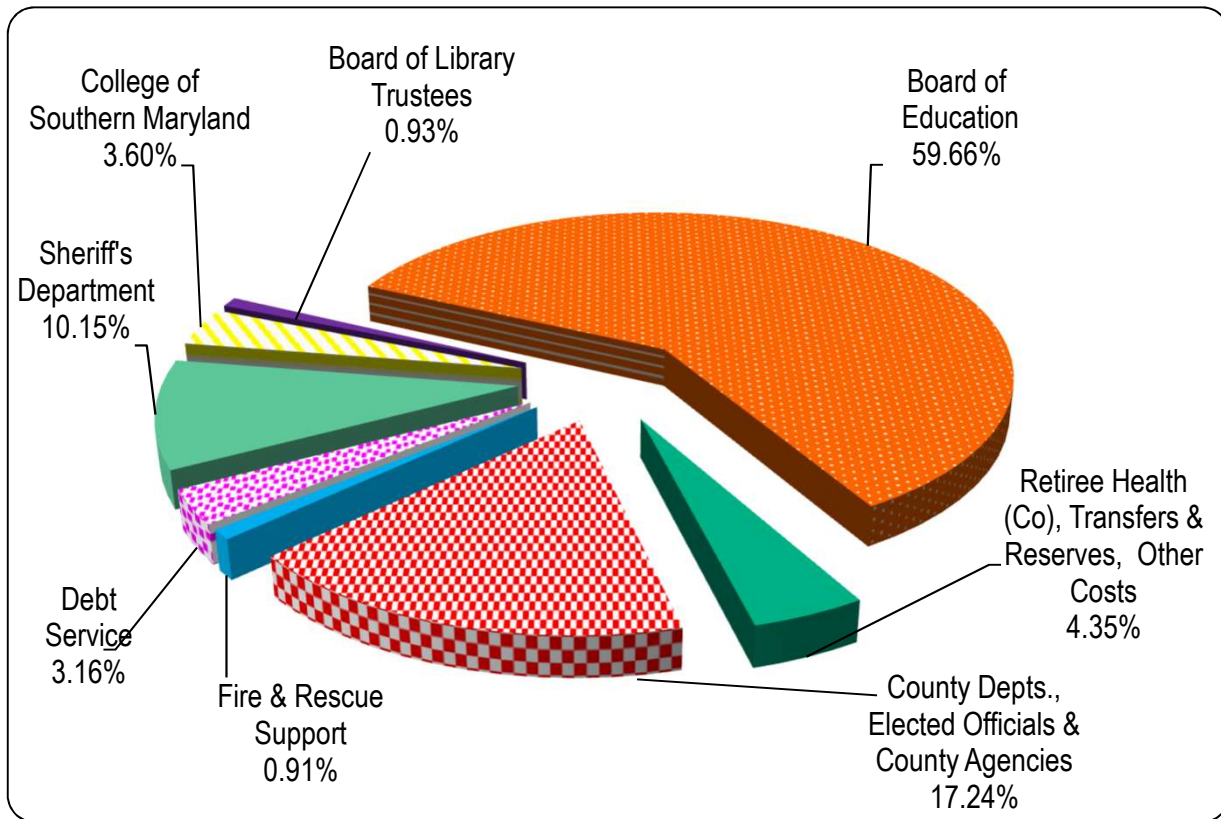
## FY2020 TOTAL BUDGET - REVENUES



**Projection of Revenue Sources that make up the FY2020 Budget Total of \$432,004,380 – by Percentages**

State / Federal Grants	\$155,760,666
Property Taxes	115,262,561
Local Income Tax	101,272,567
Charges for Services / Licenses / Fines	27,456,191
Other Local Taxes	9,843,694
Other Sources	3,408,128
Highway User Revenues	<u>1,918,422</u>
Sub-Total	\$414,922,229
Appropriation of Fund Balance	<u>17,082,151</u>
\$14,881,410 – County	
\$1,934,870 – Board of Ed	
\$202,810 – CSM	
\$63,061 – Library	
<b>Total Budget – Revenues</b>	<b><u>\$432,004,380</u></b>

## FY2020 TOTAL BUDGET - EXPENDITURES



### **County Expenditures for FY2020 Total of \$432,004,380 – by Percentages**

Board of Education	\$257,754,933
County Departments, Other Elected Officials & Co. Agencies	74,477,149
Sheriff's Department	43,844,213
College of Southern Maryland	15,539,360
Transfers & Reserves	15,389,427
Debt Service	13,645,203
Board of Library Trustees	3,993,901
Fire & Rescue Support	3,946,707
Retiree Health (County)	3,300,000
Other Costs	<u>113,487</u>
<b>Total Budget-Expenditures</b>	<b><u>\$ 432,004,380</u></b>

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**GENERAL  
OPERATING  
FUND**

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# BUDGET HIGHLIGHTS

## FY2020 APPROVED OPERATING BUDGET

The following represents brief highlights of budget changes between FY2019 and FY2020. For more detail, please refer to the Approved Budget book.

### **GENERAL:**

The general fund budget totals \$253,113,474 which is \$22,958,031 or 10% more than the Approved FY2019 Budget.

This is comprised of revenues totaling \$238,232,064 which is a 4.5% increase from FY2019 revenues and the use of Fund Balance of \$14,881,410 for Capital Improvement Fund – Pay-Go and Non-Recurring General Fund expenditures.

### **REVENUES:**

Real Property Tax Rate is approved to be \$.8478 per \$100 of assessed value; this is .0052 higher than the Constant Yield Rate of .8426. This tax rate is .6% higher than the Constant Yield Tax Rate and will generate \$642,991 in additional revenues. Property tax revenue is estimated to increase \$1,764,056 over the FY2019 budget – to approximately \$112.1 million or 1.6% increase. Property tax revenue is calculated using the State’s estimated assessed value multiplied by the County’s tax rate. The County approved, as part of this budget, to cap the increase in taxable assessed value at 3% for primary residences. Senior Tax Credits have increased from approximately \$1,030,000 in FY2019 to \$1,050,000 in FY2020.

St. Mary’s County Income Tax rate is approved at 3.17% of net taxable income. Income tax revenues are projected to increase \$7,368,235 or 7.8% over the FY2019 budget to a total of \$101.2 million. This rate increase will be effective on January 1, 2020 so only half of the impact will be realized in FY2020. Tax year 2017 returns demonstrated a growth rate of 4.9%, which was an increase from the 2016 tax return results of 1.8%. This increase continues to be in line with activity across the State with average of 5.8%. For FY2020, we are growing tax year 2017 receipts by 4%, based on the County’s average last three tax years of 3.8%. We will continue to monitor the payments that are received in FY2019, which are currently 2.2% higher than payments in FY2018 for the same time period. Recognizing that the tax year is different than fiscal year, we estimate the tax year amounts and then recognize each half of the year in the fiscal year to which it belongs. For example, FY2020 is based upon half of estimated tax for calendar/tax years 2019 and 2020. We also included \$5.6 million as an estimated distribution the State makes of unallocated receipts, penalties, and interest.

Other Local Taxes increase by 3.5% for a total of \$9,795,000. Each of these taxes has different patterns of activity during the year, and the estimates for FY2020 are based on the FY2019 amounts to date, compared to prior trends. The principal area of increase is in recordation taxes,

## **REVENUES (cont'd):**

which likely reflects the increase in the number of homes sold in FY2018 (1,340) compared to the number in FY2017 (1,172). The rates remain unchanged.

Highway User Revenue is a State formula driven distribution. The formula which includes motor fuel, vehicle titling taxes, and vehicle registration fees, has been severely reduced as a part of the State budget balancing initiated in the 2010 Budget. FY2020 Estimate from the State is \$1,918,422; this is \$267,525 more than the FY2019 Approved.

Charges for Services revenue is projected to increase from \$3,175,645 in FY2019 to an estimated \$3,175,746 in FY2020, an increase of \$101. The largest increase is in States Attorney Services for Drug Court for \$51,780, bringing the total for this to \$75,268.

State and federal grants are projected to be \$8,242,568 in FY2020, which is 4.3% higher than the approved FY2019. This is primarily due to the increase in the Emergency Numbers Board grant that is increasing \$276,269 over prior year and the appropriation reserve increase of \$500,000 for new grant opportunities during the fiscal year.

Other revenues include an increase to interest income by \$250,000 compared to the prior year amount.

## **FUND BALANCE:**

The June 30, 2018 audit reflects an unassigned general fund balance of \$36.5 million. The ratio of County reserves to revenue percentage is 23.28%. This Approved Budget includes the use of \$14.8 million of unassigned general fund balance for CIP Pay-Go and Non-Recurring Operating in the general fund – with the use of an additional \$746,446 CIP Pay-Go planned for FY2021. The planned use of non-recurring funds will maintain the County's policy percentage of 15%.

It is important to the County and the rating agencies to maintain an adequate reserve level to avoid sudden disruption or elimination of services. The County Reserve allows time to plan and address changes such as revenue shortfalls or cost shifts.

## **EXPENSES:**

### **COUNTY DEPARTMENTS**

- 19.25 positions are included in the Approved Budget for Departments, with the majority going to Department of Public Works & Transportation for six Janitor II's and four Equipment Operator II positions.
- Non-Recurring Equipment in Information Technology for MDB Upgrade, Control System for the Commissioner's meeting room and Radio Repair Diagnostic Equipment in Emergency Services.
- Replacement Vehicles (20) for Departments to be Exempt Financed over five years.
- Route Enhancements in the County's STS transportation.
- Three year phase-in of compensation study, with a merit and 1% COLA. Top of Grade employees will also receive a \$500 stipend.
- Budgeted in Departments is Non-Profit funding, \$840,585.

### **ELECTED OFFICIALS**

- 17 positions approved for the Sheriff's Office along with promotional ranks, primarily for CIP operating impacts for the Adult Detention Center and Sheriff District 4 Office.
- Replacement Vehicles (9) for the Sheriff to be Exempt Financed over five years.
- Non-Recurring Equipment in Circuit Court to include Refresh Mixers/AV Equipment in four Courtrooms and Wireless Microphones.
- Non-Recurring Equipment in the Sheriff's Office to include Avon Air Purifying Respirator, equipment for deputies added in FY2019, and Body Cameras.
- Non-Recurring Office Equipment for the State's Attorney Office.
- 1 position approved for the State's Attorney Office – Chemist with related costs.
- Three year phase-in of compensation study, with merit and 1% COLA. Top of Grade employees will also receive a \$500 stipend.

### **BOARDS and STATE AGENCIES**

- The Health Department's budget includes \$10,000 to enhance the County's network of monitoring wells. Total amount for Mosquito Control is \$77,000.
- Compensation for State Employee's was included to match State 3% COLA.
- Elections Board received additional funds for additional election judges and equipment.
- Tri-County Youth Services Bureau, Inc. budget includes \$33,600 for youth employment implementing the Ready4Life-SOMD program.
- College of Southern MD received \$440,339 for upgraded Technology and Supplies for the Leonardtown Campus.
- St. Mary's Library includes one position starting mid-year as CIP Operating Impact for the new library. Merit and 1% COLA for employees.

- The Board of Education’s (BOE) funding from the County totals \$106,242,921; \$3,086,660 more than State-Mandated maintenance of effort (MOE); funding the 3% for Instructional Salaries to allow BOE to seek grant funding of \$1.7 million. MOE is based on the MSDE Official enrollment of 17,039.75.

#### **OTHER BUDGET COSTS**

- Retiree Health Benefits are funded at \$3.3 million; this reflects payment to current retirees. The County Net OPEB Liability at June 30, 2018 was \$24.9 million.
- Debt service increased by \$1.9 million – primarily for the annual payment for \$30 million sold in FY2019 and half of interest for planned sale in FY2020.

#### **TRANSFERS and RESERVES**

- This Approved Budget includes \$400,000 to maintain a Bond Rating Reserve equal to 6% of revenues and \$500,000 for the Reserve for Emergency Appropriations, to address unbudgeted expenditures, such as severe weather events, unbudgeted grant opportunities that may require a match, or budget shortfalls due to unexpected costs.
- Use of June 30, 2018 Unassigned Fund Balance is approximately \$13 million for CIP Pay-Go.

## **GENERAL FUND REVENUE STRUCTURE**

St. Mary's County General Fund Revenues are categorized into several classifications for estimating and recording purposes. The broad revenue classifications are broken-down further into specific accounts. The revenue classifications include the following:

**Property Taxes** - Includes all revenues from real and personal property taxes, penalties and interest, and property tax credit adjustments.

**Income Taxes** - Local subdivisions in Maryland levy a percent of tax based upon individual State taxable income.

**Other Local Taxes** - Includes admissions and amusement taxes, recordation taxes, CATV franchise tax, energy taxes, trailer park tax, and public accommodations tax.

**Highway User** – The County's allocation of revenues collected by the State of motor fuel taxes, vehicle titling taxes and registration fees.

**Licenses and Permits** - Revenues received from individuals, firms, and corporations who must have a license or permit to engage in a particular trade, business, or activity. Examples include alcohol beverage licenses, trader's licenses, amusement licenses, building permits, grading permits, and plumbing permits.

**Charges for Services** - Fees and charges assessed by the County to offset the costs of various services. Examples include zoning and subdivision fees, sheriff's fees, inspection fees, client fees, 911 fees, and various correctional program fees.

**Fines and Forfeitures** - This classification relates primarily to revenues generated within the judicial system.

**State/Federal Grants** – Revenues received from State and Federal governments. This revenue can take the form of a general formula principally aid (e.g. Police Protection Aid) or specific program grants (e.g. Aging - Title III - Congregate Meals)

**Other Revenues** - Includes investment income, tax sale revenue, grant program contributions and donations, and miscellaneous sources.

**Fund Balance** - Use of prior year fund balance as a funding source for the current budget, used principally to fund non-recurring costs.

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**FY2020 BUDGET  
REVENUES - SUMMARY**

REVENUE SOURCE	FY2018	FY2019	FY2020	INCREASE (DECREASE) OVER FY2019 APPROVED	
	ACTUAL	APPROVED	APPROVED	AMOUNT	PERCENT
Total, Property Taxes	109,091,602	110,428,505	112,192,561	1,764,056	1.6%
Total, Income Taxes	90,410,603	93,904,332	101,272,567	7,368,235	7.8%
Total, Other Local Taxes	9,459,656	9,460,000	9,795,000	335,000	3.5%
Total, Highway User	1,187,782	1,650,897	1,918,422	267,525	16.2%
Total, Licenses and Permits	546,633	735,921	574,120	(161,801)	-22.0%
Total, Charges for Services	2,662,598	3,175,645	3,175,746	101	0.0%
Total, Fines and Forfeitures	26,758	27,500	26,500	(1,000)	-3.6%
Total, State / Federal Grants	7,100,056	7,902,066	8,242,568	340,502	4.3%
Total, Other Revenues	1,280,108	785,577	1,034,580	249,003	31.7%
Total, Other Financing Sources	0	2,085,000	14,881,410	12,796,410	613.7%
<b>TOTAL, GENERAL FUND REVENUES</b>	<b><u>\$221,765,796</u></b>	<b><u>\$230,155,443</u></b>	<b><u>\$253,113,474</u></b>	<b><u>\$22,958,031</u></b>	<b><u>10.0%</u></b>

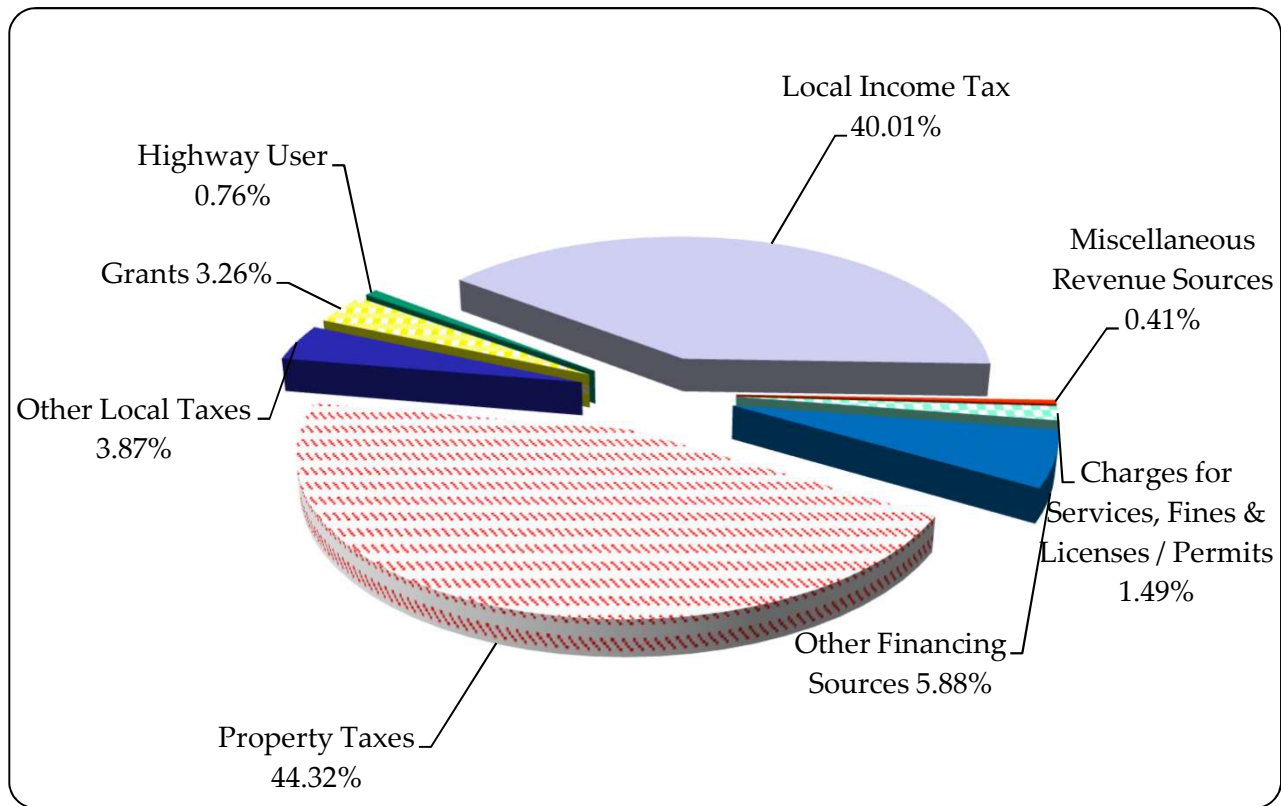
<b>Total, General Fund Revenues - (Excl. Other Financing Sources)</b>	<b>221,765,796</b>	<b>228,070,443</b>	<b>238,232,064</b>	<b>10,161,621</b>	<b>4.5%</b>
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**FY2020 BUDGET  
EXPENDITURES - SUMMARY**

DEPARTMENT / SPENDING UNIT	FY2018	FY2019	FY2020	FY2020	INCREASE/(DECREASE) OVER FY2019 APPROVED	
	ACTUAL	APPROVED	REQUESTED	APPROVED	AMOUNT	PERCENT
County Commissioners/County Administrator	1,018,015	1,130,477	1,344,472	1,272,950	142,473	12.6%
Aging & Human Services	4,802,428	5,062,240	5,041,479	4,851,462	(210,778)	-4.2%
County Attorney	739,125	754,937	876,001	1,032,253	277,316	36.7%
Economic Development	2,225,347	1,603,254	1,692,054	1,794,079	190,825	11.9%
Finance	1,612,593	1,683,028	1,757,822	1,877,826	194,798	11.6%
Information Technology	3,145,219	3,742,751	3,942,621	3,797,097	54,346	1.5%
Human Resources	1,515,629	1,790,402	1,861,754	1,739,607	(50,795)	-2.8%
Land Use & Growth Management	2,507,087	2,960,538	2,878,938	2,864,939	(95,599)	-3.2%
Public Works & Transportation	18,513,069	18,603,138	19,992,559	19,571,064	967,926	5.2%
Recreation & Parks	3,826,967	4,061,127	4,275,884	4,408,260	347,133	8.5%
Emergency Services	5,330,754	6,129,639	7,659,448	7,387,968	1,258,329	20.5%
<b>Total, County Departments</b>	<b>45,236,233</b>	<b>47,521,531</b>	<b>51,323,032</b>	<b>50,597,505</b>	<b>3,075,974</b>	<b>6.5%</b>
Circuit Court	1,642,748	1,850,798	1,877,530	1,900,920	50,122	2.7%
Orphans' Court	55,978	64,394	58,212	59,379	(5,015)	-7.8%
Office of the Sheriff	35,248,766	40,443,930	43,280,124	43,844,213	3,400,283	8.4%
Office of the State's Attorney	3,431,588	3,649,136	3,721,939	4,223,700	574,564	15.7%
Office of the County Treasurer	449,837	485,617	486,887	497,393	11,776	2.4%
<b>Total, Elected Officials</b>	<b>40,828,917</b>	<b>46,493,875</b>	<b>49,424,692</b>	<b>50,525,605</b>	<b>4,031,730</b>	<b>8.7%</b>
Department of Health	2,253,230	2,283,676	2,478,705	2,488,633	204,957	9.0%
Department of Social Services	430,258	451,237	457,814	461,633	10,396	2.3%
Alcohol Beverage Board	198,945	329,772	329,772	355,343	25,571	7.8%
Board of Elections	906,617	1,112,625	1,190,425	1,171,320	58,695	5.3%
University of Maryland Extension (UME)	225,971	257,400	264,061	264,061	6,661	2.6%
Ethics Commission	691	833	833	833	0	0.0%
So. MD Forest Conservation Board	2,500	2,500	2,500	2,500	0	0.0%
Soil Conservation District	72,879	77,063	105,063	77,063	0	0.0%
So. MD Resource Conservation & Development	13,300	13,300	15,300	13,300	0	0.0%
So. MD Tri-County Community Action Commi	16,000	16,000	16,000	16,000	0	0.0%
Tri-County Council for Southern Maryland	94,200	94,200	135,000	94,200	0	0.0%
Tri-County Youth Services Bureau, Inc.	143,600	143,600	143,600	143,600	0	0.0%
SDAT - Leonardtown Office	456,811	439,394	439,394	439,394	0	0.0%
Southern Maryland Higher Education Center	40,000	40,000	40,000	40,000	0	0.0%
BOE - Recurring	102,189,940	103,852,525	110,637,057	106,242,921	2,390,396	2.3%
BOE - Non-Recurring	0	0	0	0	0	0.0%
County Funds - College of Southern Maryland	4,207,365	4,326,961	4,767,300	4,767,300	440,339	10.2%
County Funds - Board of Library Trustees	2,800,572	2,878,050	3,004,278	2,964,146	86,096	3.0%
<b>Total, Boards and State Agencies</b>	<b>114,052,879</b>	<b>116,319,136</b>	<b>124,027,102</b>	<b>119,542,247</b>	<b>3,223,111</b>	<b>2.8%</b>
<b>SUB-TOTAL</b>	<b>200,118,029</b>	<b>210,334,542</b>	<b>224,774,826</b>	<b>220,665,357</b>	<b>10,330,815</b>	<b>4.9%</b>
<b>Other Budget Costs</b>						
Leonardtown Tax Rebate	44,916	43,493	43,487	43,487	(6)	0.0%
Employer Contributions - Retiree Health Costs	3,135,991	3,200,000	3,300,000	3,300,000	100,000	3.1%
Employer Contributions - Unemployment	19,551	35,000	35,000	35,000	0	0.0%
Bank / GOB Costs	24,832	35,000	35,000	35,000	0	0.0%
Debt Service	11,214,597	11,667,432	13,645,203	13,645,203	1,977,771	17.0%
<b>Total, Other Budget Costs</b>	<b>14,439,887</b>	<b>14,980,925</b>	<b>17,058,690</b>	<b>17,058,690</b>	<b>2,077,765</b>	<b>13.9%</b>
<b>Subtotal, Excludes Transfers</b>	<b>214,557,916</b>	<b>225,315,467</b>	<b>241,833,516</b>	<b>237,724,047</b>	<b>12,408,580</b>	<b>5.5%</b>
<b>Transfers &amp; Reserves</b>						
CIP / Pay-Go	365,518	1,939,891	13,268,852	12,989,427	11,049,536	569.6%
Reserve - Grant/Appropriation	0	1,000,000	1,500,000	1,500,000	500,000	50.0%
Reserve - School Safety	0	1,000,000	0	0	(1,000,000)	-100.0%
Reserve - Bond Rating	294,206	400,000	400,000	400,000	0	0.0%
Reserve - Emergency	0	500,085	500,000	500,000	(85)	0.0%
<b>Total, Transfers &amp; Reserves</b>	<b>659,724</b>	<b>4,839,976</b>	<b>15,668,852</b>	<b>15,389,427</b>	<b>10,549,451</b>	<b>218.0%</b>
<b>TOTAL GENERAL FUND BUDGET</b>	<b>\$215,217,640</b>	<b>\$230,155,443</b>	<b>\$257,502,368</b>	<b>\$253,113,474</b>	<b>\$22,958,031</b>	<b>10.0%</b>

## FY2020 GENERAL FUND - REVENUES

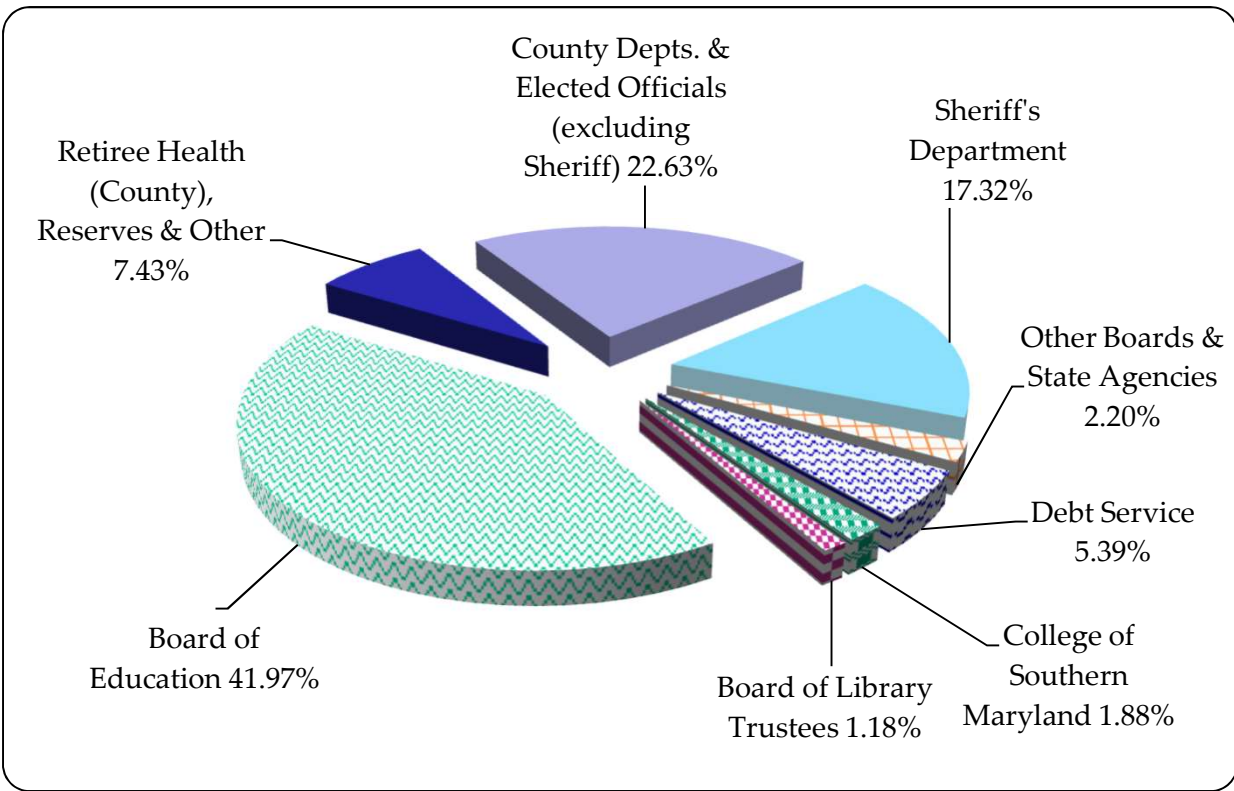


**Chart shows Percentages of Total County Revenue \$253,113,474 – by Revenue Source**

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Property Taxes	\$112,192,561
Local Income Tax	101,272,567
Other Financing Sources – Fund Balance	14,881,410
Other Local Taxes	9,795,000
State / Federal Grants	8,242,568
Charges for Services / Licenses / Fines	3,776,366
Highway User Revenues	1,918,422
Miscellaneous Revenue Sources	<u>1,034,580</u>
<b>TOTAL GENERAL FUND - REVENUES</b>	<b><u>\$253,113,474</u></b>

## FY2020 GENERAL FUND - EXPENDITURES



**Chart shows Percentages of Total County Expenditures \$253,113,474 – by Entity**

Board of Education	\$106,242,921
County Departments, Elected Officials (excluding Sheriff)	57,278,897
Sheriff's Department	43,844,213
Debt Service	13,645,203
Retiree Health (County), Reserves, & Other Costs	18,802,914
Other Boards & State Agencies	5,567,880
College of Southern Maryland	4,767,300
Board of Library Trustees	<u>2,964,146</u>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b><u>\$253,113,474</u></b>

**FY2020 BUDGET  
REVENUES - DETAIL**

REVENUE SOURCE	FY2018	FY2019	FY2020	INCREASE (DECREASE) OVER FY2019 APPROVED	
	ACTUAL	APPROVED	APPROVED	AMOUNT	PERCENT
<b>PROPERTY TAXES</b>					
Real Property - Full Year	102,798,618	104,077,654	105,516,899	1,439,245	1.4%
Real Property - Half Year	295,235	295,235	253,865	(41,370)	-14.0%
Personal Property - Sole Prop	239,789	189,546	189,549	3	0.0%
Public Utilities	2,493,922	2,689,751	3,122,876	433,125	16.1%
Ordinary Bus Corporation	3,519,921	3,601,371	3,601,424	53	0.0%
Personal Property - Collection Fees	(98,809)	0	0	0	0%
Additions and Abatements	(246,236)	(500,000)	(500,000)	0	0.0%
Penalties and Interest	804,769	915,000	850,000	(65,000)	-7.1%
Enterprise Zone Credit	(69,953)	(85,000)	(80,000)	5,000	-5.9%
Homeowners Tax Credit (County)	(946,832)	(900,000)	(950,000)	(50,000)	5.6%
Other Tax Reimbursement	2,137	(10,000)	(5,000)	5,000	-50.0%
Tax Sale Revenue	16,160	16,000	19,000	3,000	18.8%
Payments In Lieu of Taxes	325,220	318,948	318,948	0	0.0%
Senior Tax Cap Credit 70	(580,958)	(650,000)	(645,000)	5,000	-0.8%
Senior Tax Credit	(304,151)	(280,000)	(305,000)	(25,000)	8.9%
Local Sr. Tax Credit 65-10	(18,429)	(100,000)	(100,000)	0	0.0%
Local State Assessors Fee	(43,225)	0	0	0	0%
State Homeowners Credit	946,832	900,000	950,000	50,000	5.6%
Agricultural Deduction	(39,690)	(45,000)	(40,000)	5,000	-11.1%
Tobacco Barn Tax Credit	(2718)	(5,000)	(5,000)	0	0.0%
<b>Total, Property Taxes</b>	<b>109,091,602</b>	<b>110,428,505</b>	<b>112,192,561</b>	<b>1,764,056</b>	<b>1.6%</b>
<b>INCOME TAXES</b>					
Local Income Tax	90,410,603	93,904,332	101,272,567	7,368,235	7.8%
<b>Total, Income Taxes</b>	<b>90,410,603</b>	<b>93,904,332</b>	<b>101,272,567</b>	<b>7,368,235</b>	<b>7.8%</b>
<b>OTHER LOCAL TAXES</b>					
Admissions and Amusement	132,252	150,000	140,000	(10,000)	-6.7%
CATV Franchise Fee	1,017,870	1,050,000	1,040,000	(10,000)	-1.0%
Energy Taxes	1,021,597	1,000,000	1,000,000	0	0.0%
Public Accommodations Tax	1,072,003	1,150,000	1,110,000	(40,000)	-3.5%
Recordation Taxes	5,918,163	5,800,000	6,200,000	400,000	6.9%
Trailer Park Tax	297,771	310,000	305,000	(5,000)	-1.6%
<b>Total, Other Local Taxes</b>	<b>9,459,656</b>	<b>9,460,000</b>	<b>9,795,000</b>	<b>335,000</b>	<b>3.5%</b>
<b>HIGHWAY USER</b>					
Highway Users Revenue	1,187,782	1,650,897	1,918,422	267,525	16.2%
<b>Total, Highway User</b>	<b>1,187,782</b>	<b>1,650,897</b>	<b>1,918,422</b>	<b>267,525</b>	<b>16.2%</b>
<b>LICENSES AND PERMITS</b>					
Amusement Licenses	1,900	17,000	14,200	(2,800)	-16.5%
Animal Licenses	0	6,000	0	(6,000)	-100.0%
Auto Tag Fees	1,124	2,000	1,500	(500)	-25.0%
Beer, Wine, Liquor Licenses	98,655	90,000	89,000	(1,000)	-1.1%
Beer, Wine, Liquor Transfer	1,000	800	700	(100)	-12.5%
LUGM Inspections & Compliance	42,675	158,075	59,000	(99,075)	-62.7%
LUGM Business Licenses & Permit Services	224,762	288,346	231,000	(57,346)	-19.9%
Marriage Licenses	5,940	6,500	6,500	0	0.0%
DPW & T Constr. & Inspections-Materials Testing	1,586	2,000	2,000	0	0.0%
Taxicab Licenses, Peddlers & Bingo	241	200	220	20	10.0%
Traders Licenses	168,750	165,000	170,000	5,000	3.0%
<b>Total, Licenses and Permits</b>	<b>546,633</b>	<b>735,921</b>	<b>574,120</b>	<b>(161,801)</b>	<b>-22.0%</b>

**FY2020 BUDGET  
REVENUES - DETAIL**

REVENUE SOURCE	FY2018	FY2019	FY2020	INCREASE (DECREASE) OVER FY2019 APPROVED	
	ACTUAL	APPROVED	APPROVED	AMOUNT	PERCENT
<b>CHARGES FOR SERVICES</b>					
Alcohol Beverage - Application Fees	0	5,000	3,500	(1,500)	-30.0%
Aging - Passenger Fares	1,950	2,000	5,000	3,000	150.0%
Circuit Court Juror Fee Reimbursement/Other	32,205	32,000	32,000	0	0.0%
Corrections - Home Detention	35,206	22,000	30,000	8,000	36.4%
Corrections - Housing State Prisoners	79,020	90,000	100,000	10,000	11.1%
Corrections - Juvenile Transport	42,659	47,000	47,000	0	0.0%
Corrections - Sex Offender Fees	11,000	6,800	6,800	0	0.0%
Corrections - Weekenders Fees	13,614	20,000	20,000	0	0.0%
Corrections - Work Release Fees	63,917	60,000	70,000	10,000	16.7%
DPW & T Development Review	0	1,000	1,000	0	0.0%
DPW & T Engineering Services	40,936	121,915	117,465	(4,450)	-3.7%
DPW & T Highways Fees	100	75	75	0	0.0%
DPW & T Passenger Fees	342,711	380,294	380,294	0	0.0%
DPW & T Airport Charges	87,308	115,000	138,400	23,400	20.3%
DPW & T Private Funding Sources	3,132	37,500	0	(37,500)	-100.0%
General Gov't - Other Fees	0	1,000	1,000	0	0.0%
HR-LGIT Training	9,940	0	0	0	0%
HR-Medicare Drug Subsidy	135,915	130,000	140,000	10,000	7.7%
LUGM Board of Electrical Examiners	16,550	45,050	27,050	(18,000)	-40.0%
LUGM Boards & Commissions	10,000	10,500	9,500	(1,000)	-9.5%
LUGM Comprehensive Planning (Permit review)	9,315	11,860	10,000	(1,860)	-15.7%
LUGM Concept Site Plan Review	985	500	600	100	20.0%
LUGM Development Services	79,791	87,685	107,600	19,915	22.7%
LUGM Metropolitan Planning Organization	25,112	39,000	39,000	0	0.0%
LUGM Other Income/Advertising	4,504	2,200	2,200	0	0.0%
LUGM Zoning Administration	0	500	500	0	0.0%
Maps & Publications	169	600	300	(300)	-50.0%
Other Revenue -Incl.Ins. Proceeds/ComData					
Rebates & Other Reimb. Excl. Admin.Recovery	54,731	105,000	50,000	(55,000)	-52.4%
Other Revenue - Admin Recovery	78,641	1,500	1,700	200	13.3%
ES 911 Service Fees	611,654	625,000	625,000	0	0.0%
ES - Other Grant & related Grant Revenue	26,016	50,000	37,500	(12,500)	-25.0%
ES Tower Revenue	115,443	142,000	142,000	0	0.0%
R & P Grass Cutting & Parks Lighting	3,973	800	2,500	1,700	212.5%
R & P Museum	23,929	38,100	30,600	(7,500)	-19.7%
R & P Park Entrance Fees	128,781	105,000	120,000	15,000	14.3%
R & P Rents & Concessions	0	1,100	1,100	0	0.0%
Regional Library	22,203	19,000	19,000	0	0.0%
Rents and Concessions	17,015	17,059	17,059	0	0.0%
Security Interest	1,235	0	0	0	0%
Sheriff - Alcohol Enforcement	64,166	164,602	164,602	0	0.0%
Sheriff - Fingerprinting	26,280	140,000	75,000	(65,000)	-46.4%
Sheriff - Overtime Reimb/Other-Corrections	61,424	99,700	135,000	35,300	35.4%
Sheriff - Town Patrol	41,006	50,000	50,000	0	0.0%
Sheriff's - Fees	129,385	120,200	126,000	5,800	4.8%
Sheriff's - NADDI Law Enforcement	5,000	9,600	9,600	0	0.0%
Sheriff's - School Bus Stop Light Enforcement	25,348	20,000	25,000	5,000	25.0%
Social Services Reimbursement	110,749	124,017	129,533	5,516	4.4%
States Attorney Reimbursement	44,675	50,000	50,000	0	0.0%
States Attorney Services for Drug Court	24,905	23,488	75,268	51,780	220.5%
<b>Total, Charges for Services</b>	<b>2,662,598</b>	<b>3,175,645</b>	<b>3,175,746</b>	<b>101</b>	<b>0.0%</b>
<b>FINES AND FORFEITURES</b>					
Alcohol Beverage Fines	6,000	500	2,500	2,000	400.0%
Animal Control Fines	5,320	4,000	5,000	1,000	25.0%
Court Fees, Fines, Forfeitures	14,194	17,000	17,000	0	0.0%
LUGM Fines	0	1,000	500	(500)	-50.0%
State's Attorney Other Fines & Forfeitures	1,244	5,000	1,500	(3,500)	-70.0%
<b>Total, Fines and Forfeitures</b>	<b>26,758</b>	<b>27,500</b>	<b>26,500</b>	<b>(1,000)</b>	<b>-3.6%</b>

**FY2020 BUDGET  
REVENUES - DETAIL**

REVENUE SOURCE	FY2018	FY2019	FY2020	INCREASE (DECREASE) OVER FY2019 APPROVED	
	ACTUAL	APPROVED	APPROVED	AMOUNT	PERCENT
<b>STATE / FEDERAL GRANTS</b>					
<b><u>Aging &amp; Human Services</u></b>					
CSA Administration	6,878	0	0	0	0%
CSA Wellness & Recovery	5,290	0	0	0	0%
Drug Court - Anchor Residential	22,120	0	0	0	0%
Emergency Solutions Grant (Fmr. Shelters Grant)	168,213	127,193	0	(127,193)	-100.0%
Emergency Transitional Housing Services	81,506	81,506	0	(81,506)	-100.0%
Guardianship	9,519	9,762	9,762	0	0.0%
LMB Administration	63,876	70,000	70,000	0	0.0%
LMB Local Care Coordinator	0	0	72,000	72,000	0%
LMB After School Program	50,000	50,000	50,000	0	0.0%
LMB Drug Screening Grant (Fmr. CASA Start)	8,500	15,000	15,000	0	0.0%
LMB Local Access Plans	95,929	97,043	97,043	0	0.0%
LMB Mentoring Grant	52,540	57,320	57,320	0	0.0%
LMB Youth Services Bureau	112,355	112,355	112,355	0	0.0%
Federal Financial Participation (FFP) frmr (MAP)	48,094	35,832	35,832	0	0.0%
Community Options Waiver (FFS)	113,188	100,000	100,000	0	0.0%
MIPPA & MIPPA-AAAs, ADRC	5,297	6,769	6,769	0	0.0%
NSIP (Nutrition Services)	53,486	49,116	49,116	0	0.0%
Nutrition (Senior)	48,387	48,387	48,387	0	0.0%
Ombudsman (State & Elder)	27,289	28,630	28,630	0	0.0%
Retired Senior Volunteers (RSVP)	21,304	40,000	40,000	0	0.0%
Senior Care	104,582	100,000	100,000	0	0.0%
Senior Center Operating Fund (SCOF)	8,350	8,350	6,254	(2,096)	-25.1%
Senior Health Insurance Program (SHIP)	14,075	14,332	14,332	0	0.0%
Senior Info. & Assistance	9,680	9,680	9,680	0	0.0%
Senior Medicare Patrol & Expansion	2,369	2,250	2,250	0	0.0%
Senior Rides	22,100	22,100	22,100	0	0.0%
Three Oaks Homeless Shelter Crisis Grant	67,831	67,241	0	(67,241)	-100.0%
Title III B - Community Services	67,156	73,683	73,683	0	0.0%
Title III C1 - Congregate Meals	87,537	97,654	97,654	0	0.0%
Title III C2 - Home Del. Meals	42,467	50,555	50,555	0	0.0%
Title III D - Preventive Health	8,092	9,000	9,000	0	0.0%
Title III E - Caregiver	28,458	32,609	32,609	0	0.0%
Vulnerable Elderly Program Initiative (VEPI)	6,583	6,583	6,583	0	0.0%
CDBG Rogers Drive Extension	33,507	0	0	0	0%
<b><u>Economic Development</u></b>					
Cooperative State Marketing Tourism	49,998	0	0	0	0%
Technology Incubator	769,915	0	0	0	0%
<b><u>Land Use &amp; Growth Management (LUGM)</u></b>					
Critical Area	8,000	8,000	5,000	(3,000)	-37.5%
MHT Cert Local Gov't - Educational	1,772	1,000	1,000	0	0.0%
<b><u>Public Works and Transportation (DPW&amp;T)</u></b>					
St. Mary's Transit System (STS) - ADA	127,112	135,000	135,000	0	0.0%
STS - DSS Sunday	40,000	40,000	40,000	0	0.0%
STS - Public 5311	835,238	835,238	835,238	0	0.0%
STS - SSTAP	156,378	134,098	134,098	0	0.0%
STS - Capital	842,402	746,174	513,000	(233,174)	-31.2%
Tall Timbers Mitigation	0	112,500	0	(112,500)	-100.0%
<b><u>Recreation and Parks</u></b>					
Countywide Maintenance	7,740	0	0	0	0%
Derelict Boat Removal	0	5,000	5,000	0	0.0%
Elms Beach	10,000	10,000	10,000	0	0.0%
Portable Toilets/Trash	9,998	10,000	10,000	0	0.0%

**FY2020 BUDGET  
REVENUES - DETAIL**

REVENUE SOURCE	FY2018	FY2019	FY2020	INCREASE (DECREASE) OVER FY2019 APPROVED	
	ACTUAL	APPROVED	APPROVED	AMOUNT	PERCENT
<b>STATE / FEDERAL GRANTS - Continued</b>					
<b>Emergency Services</b>					
Emergency Management	91,627	92,500	92,500	0	0.0%
Emergency Numbers Board	96,313	473,731	750,000	276,269	58.3%
Homeland Security	79,593	88,496	88,496	0	0.0%
MIEMSS Emergency Medical	0	0	17,500	17,500	0%
Pre-Disaster Mitigation	3,250	22,500	22,500	0	0.0%
<b>Circuit Court</b>					
Cooperative Reimbursement	6,276	6,882	7,074	192	2.8%
Court House Security Enhancements	3,058	0	0	0	0%
Drug Court	268,452	331,294	251,430	(79,864)	-24.1%
Family Services	153,650	160,257	170,857	10,600	6.6%
MDH/BHA Grant	69,077	69,077	69,077	0	0.0%
Foster Care Court Improvement	5,481	5,575	12,250	6,675	119.7%
Highway Safety-Adult Drug Ct	24,900	36,014	36,014	0	0.0%
<b>Sheriff's Office</b>					
Bulletproof Vest Partnership	83	23,527	23,527	0	0.0%
BJAG Grant - Equipment	18,783	19,464	18,858	(606)	-3.1%
Edward J. Byrne - NARCAN	19,980	19,980	19,980	0	0.0%
Edward Byrne Opioid	0	0	41,451	41,451	0%
Cooperative Reimbursement	243,757	368,547	368,547	0	0.0%
Critical Incident Training (CIT)	0	0	25,000	25,000	0%
Highway Safety - (Sobriety Checkpoints)	43,104	42,500	24,490	(18,010)	-42.4%
Heroin Coordinator	25,070	0	56,610	56,610	0%
HIDTA	0	0	7,500	7,500	0%
Mental Health Services	136,207	159,970	134,411	(25,559)	-16.0%
Police Protection Aid	928,701	944,767	959,675	14,908	1.6%
School Bus Safety	15,827	16,000	16,000	0	0.0%
Sex Offender Registration	14,009	14,135	13,823	(312)	-2.2%
Sex Offender Registry	22,600	22,600	22,400	(200)	-0.9%
State Criminal Alien Assistance Program	0	500	500	0	0.0%
Tobacco Enforcement	5,841	5,000	5,000	0	0.0%
<b>State's Attorney's Office</b>					
Cooperative Reimbursement	387,576	433,699	499,482	65,783	15.2%
<b>Social Services</b>					
Legal Services Grant	81,731	85,091	82,366	(2,725)	-3.2%
<b>Other / Multi-Departmental Grants</b>					
Appropriation Reserve	0	1,000,000	1,500,000	500,000	50.0%
<b>Total, State /Federal Grants</b>	<b>7,100,056</b>	<b>7,902,066</b>	<b>8,242,568</b>	<b>340,502</b>	<b>4.3%</b>
<b>OTHER REVENUES</b>					
Investment Income	808,998	350,000	600,000	250,000	71.4%
Disposal of Fixed Assets	63,203	30,000	60,000	30,000	100.0%
Other Income	288,738	330,127	300,000	(30,127)	100.0%
<b>Contributions and Donations:</b>					
Aging Grant Programs	101,931	65,750	65,000	(750)	-1.1%
Community Services	7,365	5,700	7,700	2,000	35.1%
CC-Drug Court Donations / Reimbursements	8,798	3,000	0	(3,000)	-100.0%
Fire & Rescue Appreciation Day	1,075	1,000	1,880	880	88.0%
<b>Total - Other Revenues</b>	<b>1,280,108</b>	<b>785,577</b>	<b>1,034,580</b>	<b>249,003</b>	<b>31.7%</b>
<b>Total, General Fund Revenues - (Excl. Other Financing Sources)</b>	<b>221,765,796</b>	<b>228,070,443</b>	<b>238,232,064</b>	<b>10,161,621</b>	<b>4.5%</b>
<b>OTHER FINANCING SOURCES</b>					
Appropriation of Fund Balance:					
Fund Balance - CIP Pay-Go (non-recurring)	0	2,085,000	14,881,410	12,796,410	613.7%
<b>Total - Other Financing Sources</b>	<b>0</b>	<b>2,085,000</b>	<b>14,881,410</b>	<b>12,796,410</b>	<b>614%</b>
<b>TOTAL, GENERAL FUND REVENUES</b>	<b>\$221,765,796</b>	<b>\$230,155,443</b>	<b>\$253,113,474</b>	<b>\$22,958,031</b>	<b>10.0%</b>

**FY2020 BUDGET**  
**EXPENDITURES - SUMMARY BY FUNCTION DETAIL**

DEPARTMENT / SPENDING UNIT	FY2018	FY2019	FY2020	FY2020	INCREASE (DECREASE)	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>GENERAL GOVERNMENT</b>						
<b>Legislative/County Commissioners</b>						
Legislative/County Commissioners	429,794	477,634	477,634	487,866	10,232	2.1%
County Administrator	366,171	404,934	404,934	428,737	23,803	5.9%
Public Information	222,050	247,909	461,904	356,347	108,438	43.7%
County Attorney	739,125	754,937	876,001	1,032,253	277,316	36.7%
<b>Total - Legislative/County Commissioners</b>	<b>1,757,140</b>	<b>1,885,414</b>	<b>2,220,473</b>	<b>2,305,203</b>	<b>419,789</b>	<b>22.3%</b>
<b>Finance</b>						
Administration/Budget	674,833	708,002	710,002	718,949	10,947	1.5%
Accounting	590,849	608,607	671,401	749,464	140,857	23.1%
Auditing	46,280	50,980	60,980	50,000	(980)	-1.9%
Procurement	300,631	315,439	315,439	359,413	43,974	13.9%
<b>Total - Finance</b>	<b>1,612,593</b>	<b>1,683,028</b>	<b>1,757,822</b>	<b>1,877,826</b>	<b>194,798</b>	<b>11.6%</b>
<b>Total - Information Technology</b>	<b>3,145,219</b>	<b>3,742,751</b>	<b>3,942,621</b>	<b>3,797,097</b>	<b>54,346</b>	<b>1.5%</b>
<b>Human Resources</b>						
Human Resources	880,509	975,158	1,046,599	967,980	(7,178)	-0.7%
Risk Management	621,105	812,944	812,855	769,327	(43,617)	-5.4%
Grants	11,740	0	0	0	0	0.0%
<b>Total - Human Resources</b>	<b>1,513,354</b>	<b>1,788,102</b>	<b>1,859,454</b>	<b>1,737,307</b>	<b>(50,795)</b>	<b>-2.8%</b>
<b>Public Works &amp; Transportation (DPW&amp;T)</b>						
Development Review	163,203	175,035	359,677	328,079	153,044	87.4%
Mailroom/Messenger Services	104,752	110,718	115,218	122,925	12,207	11.0%
Vehicle Maintenance Shop	1,488,780	1,623,444	1,677,684	1,637,106	13,662	0.8%
Building Services/Grant	3,584,870	4,175,588	4,221,349	3,989,380	(186,208)	-4.5%
<b>Total - Public Works &amp; Transportation</b>	<b>5,341,605</b>	<b>6,084,785</b>	<b>6,373,928</b>	<b>6,077,490</b>	<b>(7,295)</b>	<b>-0.1%</b>
<b>Land Use &amp; Growth Management</b>						
Administration	568,541	791,042	791,042	873,654	82,612	10.4%
Comprehensive Planning	335,120	373,441	373,441	389,784	16,343	4.4%
Development Services	332,372	389,222	389,222	406,431	17,209	4.4%
Zoning Administration	325,339	345,701	345,101	299,743	(45,958)	-13.3%
Planning Commission	24,454	26,765	26,765	26,826	61	0.2%
Boards and Commissions	17,664	20,037	20,037	20,080	43	0.2%
Historical Preservation	1,851	3,580	3,580	3,580	0	0.0%
Permit Services	345,255	372,209	372,209	361,403	(10,806)	-2.9%
Inspections & Compliance	540,691	614,666	533,666	459,563	(155,103)	-25.2%
Board of Electrical Examiners	14,251	14,300	14,300	14,300	0	0.0%
Building Code Appeals Board	0	2,900	2,900	2,900	0	0.0%
Commission on the Environment	25	2,825	2,825	2,825	0	0.0%
Plumbing & Gas Board	0	1,850	1,850	1,850	0	0.0%
Grants	1,524	2,000	2,000	2,000	0	0.0%
<b>Total - Land Use &amp; Growth Management</b>	<b>2,507,087</b>	<b>2,960,538</b>	<b>2,878,938</b>	<b>2,864,939</b>	<b>(95,599)</b>	<b>-3.2%</b>
<b>Circuit Court</b>						
Administration	937,646	1,021,216	1,090,634	1,123,024	101,808	10.0%
Law Library	50,312	69,950	50,600	41,600	(28,350)	-40.5%
Grant	654,790	759,632	736,296	736,296	(23,336)	-3.1%
<b>Orphans' Court</b>	<b>55,978</b>	<b>64,394</b>	<b>58,212</b>	<b>59,379</b>	<b>(5,015)</b>	<b>-7.8%</b>
<b>Total - Circuit Court / Orphans' Court</b>	<b>1,698,726</b>	<b>1,915,192</b>	<b>1,935,742</b>	<b>1,960,299</b>	<b>45,107</b>	<b>2.4%</b>
<b>Office of the State's Attorney</b>						
Judicial	2,808,777	2,943,401	2,919,200	3,420,961	477,560	16.2%
Grants	622,811	705,735	802,739	802,739	97,004	13.7%
<b>Total - State's Attorney</b>	<b>3,431,588</b>	<b>3,649,136</b>	<b>3,721,939</b>	<b>4,223,700</b>	<b>574,564</b>	<b>15.7%</b>
<b>Total - County Treasurer</b>	<b>449,837</b>	<b>485,617</b>	<b>486,887</b>	<b>497,393</b>	<b>11,776</b>	<b>2.4%</b>



**FY2020 BUDGET**  
**EXPENDITURES - SUMMARY BY FUNCTION DETAIL**

DEPARTMENT / SPENDING UNIT	FY2018	FY2019	FY2020	FY2020	INCREASE (DECREASE)	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>GENERAL GOVERNMENT - Continued</b>						
Total - Alcohol Beverage Board	198,945	329,772	329,772	355,343	25,571	7.8%
Total - Board of Elections	906,617	1,112,625	1,190,425	1,171,320	58,695	5.3%
Total - Ethics Commission	691	833	833	833	0	0.0%
Total - SDAT - Leonardtown Office	456,811	439,394	439,394	439,394	0	0.0%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>23,020,213</b>	<b>26,077,187</b>	<b>27,138,228</b>	<b>27,308,144</b>	<b>1,230,957</b>	<b>4.7%</b>
<b>PUBLIC SAFETY</b>						
<b>Emergency Services</b>						
Emergency Communications Center	2,650,483	2,991,259	3,441,345	3,481,462	490,203	16.4%
Emergency Radio Communications	1,254,037	1,258,292	1,398,706	1,296,729	38,437	3.1%
Emergency Management	306,196	357,574	793,644	599,035	241,461	67.5%
Animal Control	740,066	795,287	1,034,757	1,002,246	206,959	26.0%
Grants (Recov-Princ FEMA & Emerg Events)	379,972	727,227	990,996	1,008,496	281,269	38.7%
<b>Total Emergency Services</b>	<b>5,330,754</b>	<b>6,129,639</b>	<b>7,659,448</b>	<b>7,387,968</b>	<b>1,258,329</b>	<b>20.5%</b>
<b>Office of the Sheriff</b>						
Law Enforcement	22,841,768	25,592,844	27,228,568	28,587,490	2,994,646	11.7%
Corrections	10,588,389	12,593,203	13,661,786	12,877,814	284,611	2.3%
Training	255,396	413,389	434,877	377,877	(35,512)	-8.6%
Canine	58,324	38,800	33,400	33,400	(5,400)	-13.9%
Court Security	830,088	872,402	872,402	929,057	56,655	6.5%
Grants	674,801	933,292	1,049,091	1,038,575	105,283	11.3%
<b>Total Office of the Sheriff</b>	<b>35,248,766</b>	<b>40,443,930</b>	<b>43,280,124</b>	<b>43,844,213</b>	<b>3,400,283</b>	<b>8.4%</b>
<b>TOTAL PUBLIC SAFETY</b>	<b>40,579,520</b>	<b>46,573,569</b>	<b>50,939,572</b>	<b>51,232,181</b>	<b>4,658,612</b>	<b>10.0%</b>
<b>PUBLIC WORKS</b>						
<b>Public Works &amp; Transportation (DPW&amp;T)</b>						
Administration	416,401	425,551	428,741	378,305	(47,246)	-11.1%
Engineering Services	846,387	1,104,281	1,089,456	925,168	(179,113)	-16.2%
Construction & Inspections	886,546	783,786	928,397	761,047	(22,739)	-2.9%
MS4 Program	0	0	0	367,029	367,029	0.0%
County Highways	5,667,376	4,564,678	5,070,546	5,175,196	610,518	13.4%
St Mary's County Airport	21,623	126,544	148,019	148,212	21,668	17.1%
Grants (principally STS)	3,251,029	3,168,530	3,377,091	3,377,122	208,592	6.6%
<b>TOTAL PUBLIC WORKS</b>	<b>11,089,362</b>	<b>10,173,370</b>	<b>11,042,250</b>	<b>11,132,079</b>	<b>958,709</b>	<b>9.4%</b>
<b>HEALTH</b>						
<b>Total - Department of Health</b>	<b>2,253,230</b>	<b>2,283,676</b>	<b>2,478,705</b>	<b>2,488,633</b>	<b>204,957</b>	<b>9.0%</b>
<b>Aging &amp; Human Services</b>						
Human Services-Admin Grants (0409)	73,648	71,102	143,102	143,102	72,000	101.3%
Grants - Human Services (Non-Admin.-440)	697,801	607,658	331,718	331,718	(275,940)	-45.4%
<b>Total - Aging &amp; Human Services</b>	<b>771,449</b>	<b>678,760</b>	<b>474,820</b>	<b>474,820</b>	<b>(203,940)</b>	<b>-30.0%</b>
<b>TOTAL HEALTH</b>	<b>3,024,679</b>	<b>2,962,436</b>	<b>2,953,525</b>	<b>2,963,453</b>	<b>1,017</b>	<b>0.0%</b>

**FY2020 BUDGET**  
**EXPENDITURES - SUMMARY BY FUNCTION DETAIL**

DEPARTMENT / SPENDING UNIT	FY2018 ACTUAL	FY2019 APPROVED	FY2020 REQUEST	FY2020 APPROVED	INCREASE (DECREASE) OVER FY2019 APPROVED AMOUNT	PERCENT
<b>SOCIAL SERVICES</b>						
<b>Aging &amp; Human Services</b>						
Aging Administration	1,663,636	1,953,055	2,151,749	2,158,318	205,263	10.5%
Grants - Aging	1,045,725	1,062,105	1,042,090	1,100,635	38,530	3.6%
Non-Profit Allocation	826,612	831,512	831,512	606,880	(224,632)	-27.0%
<b>Total - Aging &amp; Human Services</b>	<b>3,535,973</b>	<b>3,846,672</b>	<b>4,025,351</b>	<b>3,865,833</b>	<b>19,161</b>	<b>0.5%</b>
<b>Total - Department of Social Services</b>	<b>430,258</b>	<b>451,237</b>	<b>457,814</b>	<b>461,633</b>	<b>10,396</b>	<b>2.3%</b>
<b>Other State Agencies</b>						
So.MD Tri-County Comm. Action	16,000	16,000	16,000	16,000	0	0.0%
Tri-County Youth Services Bureau, Inc.	143,600	143,600	143,600	143,600	0	0.0%
<b>Total - Other State Agencies</b>	<b>159,600</b>	<b>159,600</b>	<b>159,600</b>	<b>159,600</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL SOCIAL SERVICES</b>	<b>4,125,831</b>	<b>4,457,509</b>	<b>4,642,765</b>	<b>4,487,066</b>	<b>29,557</b>	<b>0.7%</b>
<b>PRIMARY &amp; SECONDARY EDUCATION</b>						
County Appropriation - BOE	102,189,940	103,852,525	110,637,057	106,242,921	2,390,396	2.3%
Non-Public School Bus Transportation	2,082,102	2,344,983	2,576,381	2,361,495	16,512	0.7%
Non-Profit Allocation ED	18,175	8,175	8,175	8,175	0	0.0%
<b>TOTAL PRIMARY &amp; SECONDARY EDUCATION</b>	<b>104,290,217</b>	<b>106,205,683</b>	<b>113,221,613</b>	<b>108,612,591</b>	<b>2,406,908</b>	<b>2.3%</b>
<b>POST SECONDARY EDUCATION</b>						
County Appropriation - College of So MD	4,207,365	4,326,961	4,767,300	4,767,300	440,339	10.2%
Southern MD Higher Education Center	40,000	40,000	40,000	40,000	0	0.0%
Non-Profit Allocation	25,000	25,000	25,000	25,000	0	0.0%
<b>TOTAL POST SECONDARY EDUCATION</b>	<b>4,272,365</b>	<b>4,391,961</b>	<b>4,832,300</b>	<b>4,832,300</b>	<b>440,339</b>	<b>10.0%</b>
<b>PARKS, RECREATION &amp; CULTURE</b>						
<b>Recreation &amp; Parks - Department</b>						
Administration	1,133,028	1,202,087	1,202,087	1,236,103	34,016	2.8%
Parks Maintenance	2,088,163	2,156,478	2,362,235	2,405,232	248,754	11.5%
Grants Division	27,738	25,000	25,000	25,000	0	0.0%
Museum Division	483,458	561,720	570,720	606,725	45,005	8.0%
Non-Profit Allocation	94,580	115,842	115,842	135,200	19,358	16.7%
<b>TOTAL PARKS, RECREATION, &amp; CULTURE</b>	<b>3,826,967</b>	<b>4,061,127</b>	<b>4,275,884</b>	<b>4,408,260</b>	<b>347,133</b>	<b>8.5%</b>
<b>County Appropriation - TOTAL LIBRARY</b>	<b>2,800,572</b>	<b>2,878,050</b>	<b>3,004,278</b>	<b>2,964,146</b>	<b>86,096</b>	<b>3.0%</b>
<b>CONSERVATION OF NATURAL RESOURCES</b>						
University of MD Extension-St. Mary's	225,971	257,400	264,061	264,061	6,661	2.6%
Soil Conservation District	72,879	77,063	105,063	77,063	0	0.0%
SMC Forest Conservation Board	2,500	2,500	2,500	2,500	0	0.0%
Southern Maryland RC&D	13,300	13,300	15,300	13,300	0	0.0%
Non-Profit Allocation	12,500	30,000	30,000	22,500	(7,500)	-25.0%
Allocation of Agriculture & Seafood (75% DED)	245,555	257,935	258,535	276,359	18,425	7.1%
<b>TOTAL CONSV. OF NATURAL RESOURCES</b>	<b>572,705</b>	<b>638,198</b>	<b>675,459</b>	<b>655,783</b>	<b>17,586</b>	<b>2.8%</b>

**FY2020 BUDGET**  
**EXPENDITURES - SUMMARY BY FUNCTION DETAIL**

DEPARTMENT / SPENDING UNIT	FY2018 ACTUAL	FY2019 APPROVED	FY2020 REQUEST	FY2020 APPROVED	INCREASE (DECREASE) OVER FY2019 APPROVED	
					AMOUNT	PERCENT
<b>ECONOMIC &amp; DEVELOPMENT</b>						
<b>Economic Development - Department</b>						
Administration/Office of the Director	381,000	410,166	410,166	438,881	28,715	7.0%
Tourism Development	345,420	430,937	430,937	430,937	0	0.0%
Agriculture & Seafood Development	327,406	343,913	344,713	368,479	24,566	7.1%
Less Allocation (See above)	(245,555)	(257,935)	(258,535)	(276,359)	(18,425)	7.1%
Business Development	280,914	321,483	409,483	466,327	144,844	45.1%
Non-Profit Allocation	33,580	33,580	33,580	33,780	200	0.6%
Grants	801,352	0	0	0	0	0.0%
<b>Total - Economic Development</b>	<b>1,924,118</b>	<b>1,282,144</b>	<b>1,370,344</b>	<b>1,462,045</b>	<b>179,901</b>	<b>14.0%</b>
<b>Human Resources</b>						
Commission for the Disabled	2,275	2,300	2,300	2,300	0	0.0%
<b>Total - Human Resources</b>	<b>2,275</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>	<b>0</b>	<b>0.0%</b>
<b>Office of Community Services</b>						
Community Services	484,503	527,958	532,458	501,959	(25,999)	-4.9%
Human Relations Commission	1,156	1,850	1,850	1,850	0	0.0%
Commission for Women	9,347	7,000	7,000	7,000	0	0.0%
<b>Total - Office of Community Services</b>	<b>495,006</b>	<b>536,808</b>	<b>541,308</b>	<b>510,809</b>	<b>(25,999)</b>	<b>-4.8%</b>
Tri-County Council for Southern Maryland	94,200	94,200	135,000	94,200	0	0.0%
<b>Total - Tri-County Council for Southern Maryland</b>	<b>94,200</b>	<b>94,200</b>	<b>135,000</b>	<b>94,200</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL ECONOMIC &amp; DEVELOPMENT</b>	<b>2,515,599</b>	<b>1,915,452</b>	<b>2,048,952</b>	<b>2,069,354</b>	<b>153,902</b>	<b>8.0%</b>
<b>DEBT SERVICE / INTER-GOVERNMENTAL</b>						
<b>TOTAL DEBT SERVICE</b>	<b>11,214,597</b>	<b>11,667,432</b>	<b>13,645,203</b>	<b>13,645,203</b>	<b>1,977,771</b>	<b>17.0%</b>
<b>TOTAL INTER-GOVERNMENTAL - LEONARDTOWN TAX REBATE</b>	<b>44,916</b>	<b>43,493</b>	<b>43,487</b>	<b>43,487</b>	<b>(6)</b>	<b>0.0%</b>
<b>OTHER</b>						
Employer Contributions - Retiree Health Benefits	3,135,991	3,200,000	3,300,000	3,300,000	100,000	3.1%
Employer Contributions - Unemployment	19,551	35,000	35,000	35,000	0	0.0%
Bank / GOB Costs	24,832	35,000	35,000	35,000	0	0.0%
<b>TOTAL OTHER</b>	<b>3,180,374</b>	<b>3,270,000</b>	<b>3,370,000</b>	<b>3,370,000</b>	<b>100,000</b>	<b>3.1%</b>
<b>RESERVES</b>						
Reserve - Grant/Appropriation	0	1,000,000	1,500,000	1,500,000	500,000	50.0%
Reserve - School Safety	0	1,000,000	0	0	(1,000,000)	-100.0%
Reserve - Bond Rating	294,206	400,000	400,000	400,000	0	0.0%
Reserve - Emergency	0	500,085	500,000	500,000	(85)	0.0%
<b>TOTAL RESERVES</b>	<b>294,206</b>	<b>2,900,085</b>	<b>2,400,000</b>	<b>2,400,000</b>	<b>(500,085)</b>	<b>-17.2%</b>
<b>TRANSFERS</b>						
Capital Projects - Pay-Go	365,518	1,939,891	13,268,852	12,989,427	11,049,536	569.6%
<b>TOTAL TRANSFERS</b>	<b>365,518</b>	<b>1,939,891</b>	<b>13,268,852</b>	<b>12,989,427</b>	<b>11,049,536</b>	<b>569.6%</b>
<b>TOTAL GENERAL FUND</b>	<b>\$215,217,640</b>	<b>\$230,155,443</b>	<b>\$257,502,368</b>	<b>\$253,113,474</b>	<b>\$22,958,031</b>	<b>10.0%</b>

## THE GENERAL FUND EXPENDITURES STRUCTURE

The detailed budget pages which follow provide a breakdown by department/spending unit of the audited FY2018 expenditures, the original approved FY2019 budget, and both the requested and approved FY2020 budget. The categorization of expenditures within each department/spending unit is in accordance with the County's automated financial system and chart of accounts. Expenditures are further refined within the chart of accounts for budgeting and expenditure tracking purposes.

**PERSONAL SERVICES** - Includes regular salaries, overtime, shift differential, and associated costs such as employer contributions to social security, pension and health insurance.

**OPERATING EXPENSES** - Includes the day-to-day operating expenses of the County categorized as follows:

1. Operating Supplies - Includes the cost of office supplies, advertising and legal notices, printing and binding, books and publications, uniforms and clothing, supplies and materials, food and staff development.
2. Professional Services - Includes the use of architects and engineers, consultants, individuals who perform services for the County but are not employees, use of outside firms to maintain County office equipment, and employment of accounting, auditing and medical experts.
3. Communication - Includes costs associated with telephone, postage and freight.
4. Transportation - Includes purchased fuel and oil, vehicle maintenance and repair, and costs reimbursed to employees when traveling on County business.
5. Public Utility Service - Includes such utility costs as electricity, gas, water and sewer, and heating oil.
6. Repairs and Maintenance - Includes the costs to repair and maintain County facilities (heating, air-conditioning, ventilation, electrical, plumbing, and roofing).
7. Rentals - Includes the cost whenever the County must rent facilities, tools, equipment or land.
8. Insurance - Consists of the costs for which the County must insure its fixed assets as well as general public liability and officials performance bonds.
9. Miscellaneous - Consists primarily of funds to be allocated to independent spending units outside the County government. Also includes costs of conferences, lodging, professional memberships, and other costs not identified in other expense categories. This category will also include any transfers from the general fund to enterprise/special revenue funds to cover on-going subsidy.
10. Other - Equipment/vehicles lease payment, includes the acquisition of new or replacement equipment, using 5-year exempt financing; the amount shown is the annual lease cost.

**EQUIPMENT** - Costs of acquiring new and replacement equipment, shop and custodial equipment, and office and communications equipment.

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2018	FY2019	FY2020	FY2020	OVER FY2019 APPROVED	
	ACTUAL	APPROVED	REQUESTED	APPROVED	AMOUNT	PERCENT
<b>COUNTY DEPARTMENTS</b>						
<b>County Commissioners/County Admin.</b>						
Legislative/County Commissioners						
Personal Services	388,569	421,034	421,034	431,266	10,232	2.4%
Operating Supplies	1,561	4,500	4,500	4,500	0	0.0%
Communications	3,537	5,100	5,100	5,100	0	0.0%
Transportation	1,869	5,000	5,000	5,000	0	0.0%
Miscellaneous	34,258	42,000	42,000	42,000	0	0.0%
Legislative/County Commissioners	429,794	477,634	477,634	487,866	10,232	2.1%
County Administrator						
Personal Services	348,018	372,971	372,971	396,774	23,803	6.4%
Operating Supplies	6,538	15,531	15,531	15,531	0	0.0%
Professional Services	7,422	8,732	8,732	8,732	0	0.0%
Communications	1,738	2,900	2,900	2,900	0	0.0%
Transportation	64	1,000	1,000	1,000	0	0.0%
Miscellaneous	2,026	3,800	3,800	3,800	0	0.0%
Equipment	365	0	0	0	0	0.0%
County Administrator	366,171	404,934	404,934	428,737	23,803	5.9%
Public Information						
Personal Services	206,966	223,349	340,264	243,707	20,358	9.1%
Operating Supplies	4,003	7,040	7,040	7,040	0	0.0%
Communications	598	1,000	1,000	1,000	0	0.0%
Transportation	0	1,100	1,100	1,100	0	0.0%
Miscellaneous	10,483	15,420	13,420	13,420	(2,000)	-13.0%
Equipment	0	0	99,080	90,080	90,080	0.0%
Public Information	222,050	247,909	461,904	356,347	108,438	43.7%
<b>Total - County Commissioners/County Admin.</b>	<b>1,018,015</b>	<b>1,130,477</b>	<b>1,344,472</b>	<b>1,272,950</b>	<b>142,473</b>	<b>12.6%</b>
<b>Aging &amp; Human Services</b>						
Aging Administration						
Personal Services	1,255,416	1,398,822	1,586,813	1,680,382	281,560	20.1%
Operating Supplies	252,578	350,040	350,040	294,040	(56,000)	-16.0%
Professional Services	83,528	81,562	83,365	83,365	1,803	2.2%
Communications	23,629	30,000	30,000	30,000	0	0.0%
Transportation	23,991	44,200	46,200	33,200	(11,000)	-24.9%
Miscellaneous	6,795	7,211	7,211	7,211	0	0.0%
Equipment	4,483	28,000	28,000	10,000	(18,000)	-64.3%
Other - Lease Payments	13,216	13,220	20,120	20,120	6,900	52.2%
Aging Administration	1,663,636	1,953,055	2,151,749	2,158,318	205,263	10.5%
Aging - Grants						
Personal Services	664,285	727,331	700,744	794,484	67,153	9.2%
Operating Supplies	215,912	163,310	166,610	162,738	(572)	-0.4%
Professional Services	136,034	136,807	141,075	112,394	(24,413)	-17.8%
Communications	1,023	700	375	375	(325)	-46.4%
Transportation	20,389	25,845	25,845	23,203	(2,642)	-10.2%
Insurance	1,164	1,196	1,225	1,225	29	2.4%
Miscellaneous	6,292	6,916	6,216	6,216	(700)	-10.1%
Equipment	626	0	0	0	0	0.0%
Aging - Grants	1,045,725	1,062,105	1,042,090	1,100,635	38,530	3.6%
Human Services-Admin Grants						
Personal Services	65,374	59,729	131,729	135,615	75,886	127.1%
Operating Supplies	3,971	5,510	6,510	2,624	(2,886)	-52.4%
Professional Services	4,303	4,863	3,863	3,863	(1,000)	-20.6%
Transportation	0	1,000	1,000	1,000	0	0.0%
Human Services-Admin Grants	73,648	71,102	143,102	143,102	72,000	101.3%

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2018	FY2019	FY2020	FY2020	OVER FY2019 APPROVED	
	ACTUAL	APPROVED	REQUESTED	APPROVED	AMOUNT	PERCENT
<b>Aging &amp; Human Services - continued</b>						
Community Services						
Personal Services	270,059	341,540	341,540	334,041	(7,499)	-2.2%
Operating Supplies	3,297	6,361	6,361	6,361	0	0.0%
Professional Services	57,589	28,172	28,172	5,172	(23,000)	-81.6%
Communications	3,647	3,500	3,500	3,500	0	0.0%
Transportation	2,737	2,000	2,000	2,000	0	0.0%
Rentals	270	335	335	335	0	0.0%
Miscellaneous	146,904	146,050	150,550	150,550	4,500	3.1%
Community Services	484,503	527,958	532,458	501,959	(25,999)	-4.9%
Human Relations Commission						
Operating Supplies	0	250	250	250	0	0.0%
Professional Services	1,156	1,400	1,400	1,400	0	0.0%
Miscellaneous	0	200	200	200	0	0.0%
Human Relations Commission	1,156	1,850	1,850	1,850	0	0.0%
0						
Commission for Women						
Operating Supplies	2,041	765	765	765	0	0.0%
Professional Services	4,032	5,335	5,335	5,335	0	0.0%
Rentals	335	400	400	400	0	0.0%
Miscellaneous	2,939	500	500	500	0	0.0%
Commission for Women	9,347	7,000	7,000	7,000	0	0.0%
Non-Profits - Aging & Human Services						
Miscellaneous (Operating Allocation)	826,612	831,512	831,512	606,880	(224,632)	-27.0%
Non-Profits - Aging & Human Services	826,612	831,512	831,512	606,880	(224,632)	-27.0%
Grants - Human Services (Non-Admin.)						
Professional Services	696,801	607,658	331,718	331,718	(275,940)	-45.4%
Miscellaneous	1,000	0	0	0	0	0.0%
Grants - Human Services (Non-Admin.)	697,801	607,658	331,718	331,718	(275,940)	-45.4%
<b>Total - Aging &amp; Human Services</b>	<b>4,802,428</b>	<b>5,062,240</b>	<b>5,041,479</b>	<b>4,851,462</b>	<b>(210,778)</b>	<b>-4.2%</b>
<b>County Attorney</b>						
Personal Services	602,669	638,042	740,606	904,858	266,816	41.8%
Operating Supplies	35,231	42,390	40,990	40,990	(1,400)	-3.3%
Professional Services	85,022	35,885	58,085	58,085	22,200	61.9%
Communications	2,177	3,100	4,100	4,100	1,000	32.3%
Transportation	140	600	600	600	0	0.0%
Miscellaneous	13,008	32,420	31,620	23,620	(8,800)	-27.1%
Equipment	878	2,500	0	0	(2,500)	-100.0%
<b>Total - County Attorney</b>	<b>739,125</b>	<b>754,937</b>	<b>876,001</b>	<b>1,032,253</b>	<b>277,316</b>	<b>36.7%</b>
<b>Economic Development</b>						
Administration/Office of the Director						
Personal Services	348,501	366,878	366,878	395,593	28,715	7.8%
Operating Supplies	6,215	12,060	12,060	12,060	0	0.0%
Professional Services	3,286	4,100	4,100	4,100	0	0.0%
Communications	12,911	14,400	14,400	14,400	0	0.0%
Transportation	886	3,360	3,360	3,360	0	0.0%
Rentals	168	168	168	168	0	0.0%
Miscellaneous	8,504	9,200	9,200	9,200	0	0.0%
Equipment	529	0	0	0	0	0.0%
Administration/Office of the Director	381,000	410,166	410,166	438,881	28,715	7.0%

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2018	FY2019	FY2020	FY2020	OVER FY2019 APPROVED	
	ACTUAL	APPROVED	REQUESTED	APPROVED	AMOUNT	PERCENT
<b>Economic Development - continued</b>						
Tourism Development						
Personal Services	32,754	0	0	0	0	0.0%
Operating Supplies	113,370	0	0	0	0	0.0%
Professional Services	142,539	430,937	430,937	430,937	0	0.0%
Communications	480	0	0	0	0	0.0%
Transportation	189	0	0	0	0	0.0%
Miscellaneous	56,088	0	0	0	0	0.0%
<b>Tourism Development</b>	<b>345,420</b>	<b>430,937</b>	<b>430,937</b>	<b>430,937</b>	<b>0</b>	<b>0.0%</b>
<b>Agriculture &amp; Seafood Development</b>						
Personal Services	321,836	331,732	331,732	355,498	23,766	7.2%
Operating Supplies	4,052	7,067	7,867	7,867	800	11.3%
Transportation	0	683	683	683	0	0.0%
Miscellaneous	1,518	4,431	4,431	4,431	0	0.0%
<b>Agriculture &amp; Seafood Development</b>	<b>327,406</b>	<b>343,913</b>	<b>344,713</b>	<b>368,479</b>	<b>24,566</b>	<b>7.1%</b>
<b>Business Development</b>						
Personal Services	142,660	147,337	147,337	246,352	99,015	67.2%
Operating Supplies	34,861	45,499	68,499	61,328	15,829	34.8%
Professional Services	67,948	66,447	131,447	96,447	30,000	45.1%
Transportation	72	1,000	1,000	1,000	0	0.0%
Miscellaneous	35,373	61,200	61,200	61,200	0	0.0%
<b>Business Development</b>	<b>280,914</b>	<b>321,483</b>	<b>409,483</b>	<b>466,327</b>	<b>144,844</b>	<b>45.1%</b>
<b>Non-Profits - Economic Development</b>						
Miscellaneous-Conservation	12,500	30,000	30,000	22,500	(7,500)	-25.0%
Miscellaneous-Economic Development	33,580	33,580	33,580	33,780	200	0.6%
Miscellaneous-Post Secondary Education	25,000	25,000	25,000	25,000	0	0.0%
Miscellaneous-Primary & Secondary Education	18,175	8,175	8,175	8,175	0	0.0%
<b>Non-Profits - Economic Development</b>	<b>89,255</b>	<b>96,755</b>	<b>96,755</b>	<b>89,455</b>	<b>(7,300)</b>	<b>-7.5%</b>
<b>Grants</b>						
Operating Supplies	29,167	0	0	0	0	0.0%
Miscellaneous	770,915	0	0	0	0	0.0%
<b>Grants</b>	<b>801,352</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Total - Economic Development</b>	<b>2,225,347</b>	<b>1,603,254</b>	<b>1,692,054</b>	<b>1,794,079</b>	<b>190,825</b>	<b>11.9%</b>
<b>Finance</b>						
<b>Administration/Budget</b>						
Personal Services	625,838	655,822	655,822	664,769	8,947	1.4%
Operating Supplies	18,771	20,000	22,000	22,000	2,000	10.0%
Professional Services	14,133	12,480	12,480	12,480	0	0.0%
Communications	12,314	14,200	14,200	14,200	0	0.0%
Transportation	158	1,000	1,000	1,000	0	0.0%
Miscellaneous	3,619	4,500	4,500	4,500	0	0.0%
Equipment	0	0	0	0	0	0.0%
<b>Administration/Budget</b>	<b>674,833</b>	<b>708,002</b>	<b>710,002</b>	<b>718,949</b>	<b>10,947</b>	<b>1.5%</b>
<b>Accounting</b>						
Personal Services	574,830	587,657	648,001	726,064	138,407	23.6%
Operating Supplies	5,515	7,900	8,500	8,500	600	7.6%
Professional Services	713	1,931	1,000	1,000	(931)	-48.2%
Transportation	0	400	400	400	0	0.0%
Miscellaneous	9,266	10,719	11,000	11,000	281	2.6%
Equipment	525	0	2,500	2,500	2,500	0.0%
<b>Accounting</b>	<b>590,849</b>	<b>608,607</b>	<b>671,401</b>	<b>749,464</b>	<b>140,857</b>	<b>23.1%</b>
<b>Auditing</b>						
Professional Services	46,280	50,980	60,980	50,000	(980)	-1.9%
<b>Auditing</b>	<b>46,280</b>	<b>50,980</b>	<b>60,980</b>	<b>50,000</b>	<b>(980)</b>	<b>-1.9%</b>

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2018	FY2019	FY2020	FY2020	OVER FY2019 APPROVED	
	ACTUAL	APPROVED	REQUESTED	APPROVED	AMOUNT	PERCENT
<b>Finance - continued</b>						
Procurement						
Personal Services	296,844	308,989	308,989	352,963	43,974	14.2%
Operating Supplies	2,308	3,750	3,750	3,750	0	0.0%
Communications	831	1,000	1,000	1,000	0	0.0%
Transportation	0	200	200	200	0	0.0%
Miscellaneous	648	1,500	1,500	1,500	0	0.0%
Procurement	300,631	315,439	315,439	359,413	43,974	13.9%
<b>Total - Finance</b>	<b>1,612,593</b>	<b>1,683,028</b>	<b>1,757,822</b>	<b>1,877,826</b>	<b>194,798</b>	<b>11.6%</b>
<b>Information Technology</b>						
Personal Services	1,769,501	1,930,162	1,942,580	2,106,056	175,894	9.1%
Operating Supplies	775,043	1,016,743	1,036,372	941,372	(75,371)	-7.4%
Professional Services	94,798	252,658	273,658	105,658	(147,000)	-58.2%
Communications	94,814	132,320	140,002	123,002	(9,318)	-7.0%
Transportation	898	1,200	1,200	1,200	0	0.0%
Rentals	84	1,000	1,000	1,000	0	0.0%
Miscellaneous	820	2,200	2,200	2,200	0	0.0%
Equipment	409,261	406,468	545,609	516,609	110,141	27.1%
<b>Total - Information Technology</b>	<b>3,145,219</b>	<b>3,742,751</b>	<b>3,942,621</b>	<b>3,797,097</b>	<b>54,346</b>	<b>1.5%</b>
<b>Human Resources</b>						
Human Resources						
Personal Services	649,760	667,257	726,608	674,081	6,824	1.0%
Operating Supplies	57,289	81,760	92,610	90,980	9,220	11.3%
Professional Services	64,909	54,456	55,356	55,356	900	1.7%
Communications	4,800	4,500	4,500	4,500	0	0.0%
Transportation	98	800	800	800	0	0.0%
Miscellaneous	102,121	166,385	166,725	140,883	(25,502)	-15.3%
Equipment	1,532	0	0	1,380	1,380	0.0%
Human Resources	880,509	975,158	1,046,599	967,980	(7,178)	-0.7%
Risk Management						
Personal Services	67,904	70,842	70,842	76,314	5,472	7.7%
Operating Supplies	2,001	3,207	2,907	2,907	(300)	-9.4%
Professional Services	737	1,500	1,500	1,500	0	0.0%
Transportation	0	100	100	100	0	0.0%
Insurance	548,478	735,310	735,521	686,521	(48,789)	-6.6%
Miscellaneous	1,985	1,985	1,985	1,985	0	0.0%
Risk Management	621,105	812,944	812,855	769,327	(43,617)	-5.4%
Comm for People w/Disabilities (Prior Aging Division)						
Operating Supplies	127	600	600	600	0	0.0%
Professional Services	2,148	1,700	1,700	1,700	0	0.0%
Comm for People w/Disabilities	2,275	2,300	2,300	2,300	0	0.0%
Grants						
Operating Supplies	10,790	0	0	0	0	0.0%
Miscellaneous	950	0	0	0	0	0.0%
Grants	11,740	0	0	0	0	0.0%
<b>Total - Human Resources</b>	<b>1,515,629</b>	<b>1,790,402</b>	<b>1,861,754</b>	<b>1,739,607</b>	<b>(50,795)</b>	<b>-2.8%</b>
<b>Land Use &amp; Growth Management (LUGM)</b>						
Administration						
Personal Services	509,528	671,134	671,134	771,065	99,931	14.9%
Operating Supplies	29,147	59,180	59,180	51,180	(8,000)	-13.5%
Professional Services	16,383	34,634	31,747	24,428	(10,206)	-29.5%
Communications	12,268	18,000	18,000	18,000	0	0.0%
Transportation	162	2,384	2,384	2,384	0	0.0%
Rentals	110	200	200	200	0	0.0%
Miscellaneous	943	5,510	5,800	3,800	(1,710)	-31.0%
Equipment	0	0	2,597	2,597	2,597	0.0%
Administration	568,541	791,042	791,042	873,654	82,612	10.4%



**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2018	FY2019	FY2020	FY2020	OVER FY2019 APPROVED	
	ACTUAL	APPROVED	REQUESTED	APPROVED	AMOUNT	PERCENT
<b>LUGM - Continued</b>						
Comprehensive Planning						
Personal Services	312,025	342,372	342,372	359,870	17,498	5.1%
Operating Supplies	528	4,000	4,000	2,845	(1,155)	-28.9%
Professional Services	1,804	2,144	2,309	2,309	165	7.7%
Transportation	268	1,300	1,300	1,300	0	0.0%
Rentals	0	450	285	285	(165)	-36.7%
Miscellaneous	1,239	3,815	3,815	3,815	0	0.0%
Lease Payment	19,256	19,360	19,360	19,360	0	0.0%
Comprehensive Planning	335,120	373,441	373,441	389,784	16,343	4.4%
Development Services						
Personal Services	328,612	384,422	384,422	401,631	17,209	4.5%
Operating Supplies	324	1,200	1,200	1,200	0	0.0%
Transportation	239	800	700	700	(100)	-12.5%
Miscellaneous	3,197	2,800	2,900	2,900	100	3.6%
Development Services	332,372	389,222	389,222	406,431	17,209	4.4%
Zoning Administration						
Personal Services	323,168	336,861	336,861	291,503	(45,358)	-13.5%
Operating Supplies	911	5,300	4,700	4,700	(600)	-11.3%
Transportation	4	200	200	200	0	0.0%
Miscellaneous	1,256	3,340	3,340	3,340	0	0.0%
Zoning Administration	325,339	345,701	345,101	299,743	(45,958)	-13.3%
Planning Commission						
Personal Services	23,357	23,647	23,647	23,708	61	0.3%
Transportation	0	500	500	500	0	0.0%
Miscellaneous	1,097	2,618	2,618	2,618	0	0.0%
Planning Commission	24,454	26,765	26,765	26,826	61	0.2%
Boards and Commissions						
Personal Services	16,265	16,519	16,519	16,562	43	0.3%
Transportation	117	500	500	500	0	0.0%
Miscellaneous	1,282	3,018	3,018	3,018	0	0.0%
Boards and Commissions	17,664	20,037	20,037	20,080	43	0.2%
Historical Preservation						
Operating Supplies	906	2,250	2,250	2,250	0	0.0%
Professional Services	0	100	100	100	0	0.0%
Transportation	95	200	200	200	0	0.0%
Miscellaneous	850	1,030	1,030	1,030	0	0.0%
Historical Preservation	1,851	3,580	3,580	3,580	0	0.0%
Permit Services						
Personal Services	343,771	368,159	368,159	357,353	(10,806)	-2.9%
Operating Supplies	160	1,500	1,000	1,000	(500)	-33.3%
Professional Services	26	1,350	1,350	1,350	0	0.0%
Transportation	0	200	200	200	0	0.0%
Miscellaneous	1,298	1,000	1,500	1,500	500	50.0%
Permit Services	345,255	372,209	372,209	361,403	(10,806)	-2.9%
Inspections & Compliance						
Personal Services	426,500	427,786	427,786	387,683	(40,103)	-9.4%
Operating Supplies	3,186	9,850	9,850	5,850	(4,000)	-40.6%
Professional Services	86,411	135,320	54,320	31,320	(104,000)	-76.9%
Transportation	4,476	12,100	12,100	12,100	0	0.0%
Miscellaneous	240	10,090	10,090	3,090	(7,000)	-69.4%
Equipment	463	0	0	0	0	0.0%
Other - Lease Payments	19,415	19,520	19,520	19,520	0	0.0%
Inspections & Compliance	540,691	614,666	533,666	459,563	(155,103)	-25.2%

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2018	FY2019	FY2020	FY2020	OVER FY2019 APPROVED	
	ACTUAL	APPROVED	REQUESTED	APPROVED	AMOUNT	PERCENT
<b><u>LUGM - Continued</u></b>						
Board of Electrical Examiners						
Operating Supplies	0	1,400	1,400	1,400	0	0.0%
Professional Services	14,160	12,000	12,000	12,000	0	0.0%
Communications	91	300	300	300	0	0.0%
Transportation	0	350	350	350	0	0.0%
Miscellaneous	0	250	250	250	0	0.0%
Board of Electrical Examiners	14,251	14,300	14,300	14,300	0	0.0%
Building Code Appeals Board						
Operating Supplies	0	2,800	2,800	2,800	0	0.0%
Miscellaneous	0	100	100	100	0	0.0%
Building Code Appeals Board	0	2,900	2,900	2,900	0	0.0%
Commission on the Environment						
Operating Supplies	25	1,725	1,725	1,725	0	0.0%
Communications	0	100	100	100	0	0.0%
Rentals	0	500	500	500	0	0.0%
Miscellaneous	0	500	500	500	0	0.0%
Commission on the Environment	25	2,825	2,825	2,825	0	0.0%
Plumbing & Gas Board						
Operating Supplies	0	1,750	1,750	1,750	0	0.0%
Communications	0	100	100	100	0	0.0%
Plumbing & Gas Board	0	1,850	1,850	1,850	0	0.0%
Grants						
Miscellaneous	1,524	2,000	2,000	2,000	0	0.0%
Grants	1,524	2,000	2,000	2,000	0	0.0%
<b>Total - Land Use &amp; Growth Management</b>	<b>2,507,087</b>	<b>2,960,538</b>	<b>2,878,938</b>	<b>2,864,939</b>	<b>(95,599)</b>	<b>-3.2%</b>
<b><u>Public Works &amp; Transportation (DPW&amp;T)</u></b>						
Administration						
Personal Services	376,452	401,489	401,489	351,053	(50,436)	-12.6%
Operating Supplies	6,496	9,977	10,467	10,467	490	4.9%
Professional Services	22,590	3,400	3,400	3,400	0	0.0%
Communications	6,683	10,260	10,260	10,260	0	0.0%
Transportation	124	0	325	325	325	0.0%
Miscellaneous	1,601	425	2,800	2,800	2,375	558.8%
Equipment	2,455	0	0	0	0	0.0%
Administration	416,401	425,551	428,741	378,305	(47,246)	-11.1%
Engineering Services						
Personal Services	832,682	1,066,268	1,066,268	906,903	(159,365)	-14.9%
Operating Supplies	4,036	7,650	7,825	7,825	175	2.3%
Professional Services	2,820	6,475	8,475	5,475	(1,000)	-15.4%
Transportation	164	750	750	750	0	0.0%
Miscellaneous	5,637	6,138	6,138	4,215	(1,923)	-31.3%
Equipment	1,048	17,000	0	0	(17,000)	-100.0%
Engineering Services	846,387	1,104,281	1,089,456	925,168	(179,113)	-16.2%
Development Review						
Personal Services	158,778	171,885	266,352	241,154	69,269	40.3%
Operating Supplies	1,085	1,675	2,925	1,825	150	9.0%
Professional Services	0	800	84,425	84,425	83,625	10453.1%
Transportation	46	200	700	200	0	0.0%
Miscellaneous	93	475	475	475	0	0.0%
Equipment	3,201	0	4,800	0	0	0.0%
Development Review	163,203	175,035	359,677	328,079	153,044	87.4%
Construction & Inspections						
Personal Services	527,993	606,666	610,266	532,016	(74,650)	-12.3%
Operating Supplies	3,642	4,850	6,461	6,461	1,611	33.2%
Professional Services	335,880	155,150	294,550	205,450	50,300	32.4%
Communications	2,991	3,620	3,620	3,620	0	0.0%
Transportation	12,308	13,500	13,500	13,500	0	0.0%
Equipment	3,732	0	0	0	0	0.0%
Construction & Inspections	886,546	783,786	928,397	761,047	(22,739)	-2.9%

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2018	FY2019	FY2020	FY2020	OVER FY2019 APPROVED	
	ACTUAL	APPROVED	REQUESTED	APPROVED	AMOUNT	PERCENT
<b>DPW &amp; T - Continued</b>						
County Highways						
Personal Services	2,748,598	3,005,375	3,232,573	3,571,480	566,105	18.8%
Operating Supplies	63,150	62,888	67,318	64,518	1,630	2.6%
Professional Services	251,903	125,220	192,757	125,800	580	0.5%
Communications	5,939	5,620	7,500	7,500	1,880	33.5%
Transportation	171,682	344,050	344,050	182,050	(162,000)	-47.1%
Public Utility Service	69,732	103,000	115,798	113,298	10,298	10.0%
Rentals	43,486	30,000	30,000	30,000	0	0.0%
Snow Removal	1,133,734	254,750	254,750	254,750	0	0.0%
Miscellaneous	319,536	216,890	216,890	216,890	0	0.0%
Equipment	466,462	20,000	30,000	30,000	10,000	50.0%
Other - Lease Payment	393,154	396,885	578,910	578,910	182,025	45.9%
County Highways	5,667,376	4,564,678	5,070,546	5,175,196	610,518	13.4%
MS4 Program						
Personal Services	0	0	0	276,006	276,006	0.0%
Professional Services	0	0	0	89,100	89,100	0.0%
Miscellaneous	0	0	0	1,923	1,923	0.0%
MS4 Program	0	0	0	367,029	367,029	0.0%
Mailroom/Messenger Services						
Personal Services	91,938	95,308	95,308	103,015	7,707	8.1%
Operating Supplies	972	1,710	1,710	1,710	0	0.0%
Communications	(697)	800	800	800	0	0.0%
Transportation	950	1,000	1,000	1,000	0	0.0%
Rentals	11,589	11,900	16,400	16,400	4,500	37.8%
Mailroom/Messenger Services	104,752	110,718	115,218	122,925	12,207	11.0%
Vehicle Maintenance Shop						
Personal Services	861,370	873,407	873,407	904,829	31,422	3.6%
Operating Supplies	53,817	52,492	55,786	55,786	3,294	6.3%
Professional Services	56,127	25,470	63,000	63,000	37,530	147.3%
Communications	1,641	4,220	4,220	4,220	0	0.0%
Transportation	428,431	586,000	571,000	499,000	(87,000)	-14.8%
Equipment	11,885	3,014	36,986	36,986	33,972	1127.1%
Other - Lease Payment	75,509	78,841	73,285	73,285	(5,556)	-7.0%
Vehicle Maintenance Shop	1,488,780	1,623,444	1,677,684	1,637,106	13,662	0.8%
Non-Public School Bus Transportation						
Personal Services	75,125	78,069	134,640	84,251	6,182	7.9%
Operating Supplies	2,678	3,350	5,800	4,050	700	20.9%
Professional Services	1,965,874	2,222,197	2,382,867	2,226,120	3,923	0.2%
Communications	10,227	12,120	8,861	8,861	(3,259)	-26.9%
Transportation	0	154	200	200	46	29.9%
Equipment		0	10,200	4,200	4,200	0.0%
Insurance	27,848	28,943	33,663	33,663	4,720	16.3%
Miscellaneous	350	150	150	150	0	0.0%
Non-Public School Bus Transportation	2,082,102	2,344,983	2,576,381	2,361,495	16,512	0.7%
St. Mary's County Airport						
Personal Services	0	97,469	97,469	97,662	193	0.2%
Operating Supplies	495	1,950	5,500	5,500	3,550	182.1%
Professional Services	13,130	12,700	17,200	17,200	4,500	35.4%
Communications	1,670	3,600	3,600	3,600	0	0.0%
Public Utility Service & Transportation	6,328	5,000	5,525	5,525	525	10.5%
Rentals	0	3,000	3,000	3,000	0	0.0%
Miscellaneous	0	325	2,000	2,000	1,675	515.4%
Equipment	0	2,500	0	0	(2,500)	-100.0%
Other - Lease Payments	0	0	13,725	13,725	13,725	100.0%
St Mary's County Airport	21,623	126,544	148,019	148,212	21,668	17.1%

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2018	FY2019	FY2020	FY2020	OVER FY2019 APPROVED	
	ACTUAL	APPROVED	REQUESTED	APPROVED	AMOUNT	PERCENT
<b><u>DPW &amp; T - Continued</u></b>						
Grants ( <i>principally STS</i> )						
Personal Services	1,725,986	1,860,570	2,024,791	2,309,880	449,310	24.1%
Operating Supplies	27,560	105,549	494,418	493,718	388,169	367.8%
Professional Services	9,972	43,770	25,770	35,970	(7,800)	-17.8%
Communications	2,002	7,025	6,425	6,425	(600)	-8.5%
Transportation	493,174	425,600	741,872	447,314	21,714	5.1%
Public Utility Service	6,522	29,000	14,000	14,000	(15,000)	-51.7%
Repairs and Maintenance	1,481	3,450	3,450	3,450	0	0.0%
Insurance	41,453	75,000	55,000	55,000	(20,000)	-26.7%
Miscellaneous	72,619	5,700	11,365	11,365	5,665	99.4%
Equipment	870,260	612,866	0	0	(612,866)	-100.0%
Grants ( <i>principally STS</i> )	3,251,029	3,168,530	3,377,091	3,377,122	208,592	6.6%
Building Services						
Personal Services	1,347,121	1,570,091	1,837,153	1,951,521	381,430	24.3%
Operating Supplies	107,560	160,378	163,320	130,679	(29,699)	-18.5%
Professional Services	580,933	551,290	263,997	231,951	(319,339)	-57.9%
Communications	23,981	22,451	24,451	24,451	2,000	8.9%
Transportation	35,090	34,750	36,000	36,000	1,250	3.6%
Public Utility Service	1,313,324	1,499,953	1,510,053	1,413,953	(86,000)	-5.7%
Repairs and Maintenance	107,835	138,648	138,648	123,648	(15,000)	-10.8%
Rentals	2,186	2,352	2,352	2,352	0	0.0%
Equipment	27,042	7,500	12,500	12,500	5,000	66.7%
Other - Lease Payment	36,666	38,175	62,325	62,325	24,150	63.3%
Building Services	3,581,738	4,025,588	4,050,799	3,989,380	(36,208)	-0.9%
Grants (1299)						
Professional Services	3,132	150,000	170,550	0	(150,000)	-100.0%
Grants (1299) - Building Services	3,132	150,000	170,550	0	(150,000)	-100.0%
<b>Total - Public Works &amp; Transportation</b>	<b>18,513,069</b>	<b>18,603,138</b>	<b>19,992,559</b>	<b>19,571,064</b>	<b>967,926</b>	<b>5.2%</b>
<b><u>Recreation &amp; Parks</u></b>						
Administration						
Personal Services	1,093,795	1,145,482	1,145,482	1,179,498	34,016	3.0%
Operating Supplies	9,509	15,275	13,675	13,675	(1,600)	-10.5%
Professional Services	3,823	5,880	5,880	5,880	0	0.0%
Communications	4,702	5,620	5,620	5,620	0	0.0%
Transportation	2,152	3,500	3,500	3,500	0	0.0%
Miscellaneous	4,375	11,255	12,855	12,855	1,600	14.2%
Equipment	235	0	0	0	0	0.0%
Other - Lease Payments	14,437	15,075	15,075	15,075	0	0.0%
Administration	1,133,028	1,202,087	1,202,087	1,236,103	34,016	2.8%
Parks Maintenance						
Personal Services	1,241,219	1,311,917	1,335,770	1,419,767	107,850	8.2%
Operating Supplies	56,863	60,714	68,244	68,244	7,530	12.4%
Professional Services	43,282	66,795	99,045	79,045	12,250	18.3%
Communications	5,441	5,400	5,400	5,400	0	0.0%
Transportation	39,701	39,785	39,785	39,785	0	0.0%
Public Utility Service	122,384	107,800	133,600	133,600	25,800	23.9%
Repairs and Maintenance	422,843	469,078	531,577	510,577	41,499	8.8%
Rentals	63,472	59,234	63,834	63,834	4,600	7.8%
Miscellaneous	3,329	8,315	9,515	9,515	1,200	14.4%
Equipment	72,929	10,000	47,575	47,575	37,575	375.8%
Other - Lease Payments	16,700	17,440	27,890	27,890	10,450	59.9%
Parks Maintenance	2,088,163	2,156,478	2,362,235	2,405,232	248,754	11.5%
Non-Profits - Recreation & Parks						
Miscellaneous (Operating Allocation)	94,580	115,842	115,842	135,200	19,358	16.7%
Non-Profits - Recreation & Parks	94,580	115,842	115,842	135,200	19,358	16.7%

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2018	FY2019	FY2020	FY2020	OVER FY2019 APPROVED	
	ACTUAL	APPROVED	REQUESTED	APPROVED	AMOUNT	PERCENT
<b>Recreation &amp; Parks - continued</b>						
Grants						
Personal Services	1,526	1,109	1,109	1,109	0	0.0%
Professional Services	1,684	6,894	6,894	6,894	0	0.0%
Public Utility Service	230	231	231	231	0	0.0%
Repairs & Maintenance	7,740	0	0	0	0	0.0%
Rentals	11,558	11,766	11,766	11,766	0	0.0%
Miscellaneous	5,000	5,000	5,000	5,000	0	0.0%
Grants Division	27,738	25,000	25,000	25,000	0	0.0%
Museum Division						
Personal Services	407,999	458,204	458,204	496,209	38,005	8.3%
Operating Supplies	10,395	21,100	26,350	24,350	3,250	15.4%
Professional Services	11,877	14,062	12,912	12,912	(1,150)	-8.2%
Communications	6,361	7,800	8,450	8,450	650	8.3%
Transportation	3,862	7,800	7,150	7,150	(650)	-8.3%
Public Utility Service	29,784	38,700	33,200	33,200	(5,500)	-14.2%
Repairs & Maintenance	0	0	9,000	9,000	9,000	0.0%
Rentals	800	1,000	800	800	(200)	-20.0%
Insurance	5,100	5,679	5,100	5,100	(579)	-10.2%
Miscellaneous	1,358	850	2,500	2,500	1,650	194.1%
Equipment	968	1,000	1,529	1,529	529	52.9%
Other - Lease Payments	4,954	5,525	5,525	5,525	0	0.0%
Museum Division	483,458	561,720	570,720	606,725	45,005	8.0%
<b>Total - Recreation &amp; Parks</b>	<b>3,826,967</b>	<b>4,061,127</b>	<b>4,275,884</b>	<b>4,408,260</b>	<b>347,133</b>	<b>8.5%</b>
<b>Emergency Services</b>						
Emergency Communications Center						
Personal Services	2,447,454	2,772,516	2,970,528	3,012,645	240,129	8.7%
Operating Supplies	10,077	28,900	55,450	55,450	26,550	91.9%
Professional Services	11,254	30,043	58,931	58,931	28,888	96.2%
Communications	174,363	150,100	341,836	341,836	191,736	127.7%
Transportation	84	1,300	1,300	1,300	0	0.0%
Miscellaneous	7,251	8,400	13,300	11,300	2,900	34.5%
Emergency Communications Center	2,650,483	2,991,259	3,441,345	3,481,462	490,203	16.4%
Emergency Radio Communications						
Personal Services	61,144	149,369	214,659	209,882	60,513	40.5%
Operating Supplies	23,692	27,850	27,850	27,850	0	0.0%
Professional Services	958,606	804,708	824,864	727,664	(77,044)	-9.6%
Communications	751	1,000	2,300	2,300	1,300	130.0%
Transportation	1,386	4,000	4,000	4,000	0	0.0%
Miscellaneous / Land Rentals	32,182	36,500	40,168	40,168	3,668	10.0%
Equipment	956	57,500	107,500	107,500	50,000	87.0%
Other - Lease Payments	175,320	177,365	177,365	177,365	0	0.0%
Emergency Radio Communications	1,254,037	1,258,292	1,398,706	1,296,729	38,437	3.1%
Emergency Management						
Personal Services	250,079	256,539	615,096	440,487	183,948	71.7%
Operating Supplies	11,803	21,200	39,900	35,900	14,700	69.3%
Professional Services	14,698	26,050	39,100	36,600	10,550	40.5%
Communications	17,536	19,600	24,400	24,400	4,800	24.5%
Transportation	2,241	1,950	2,700	2,700	750	38.5%
Miscellaneous	5,145	12,000	39,500	33,500	21,500	179.2%
Equipment	0	15,000	15,000	7,500	(7,500)	-50.0%
Other - Lease Payments	4,694	5,235	17,948	17,948	12,713	242.8%
Emergency Management	306,196	357,574	793,644	599,035	241,461	67.5%

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2018	FY2019	FY2020	FY2020	OVER FY2019 APPROVED	
	ACTUAL	APPROVED	REQUESTED	APPROVED	AMOUNT	PERCENT
<b>Emergency Services - continued</b>						
Animal Control						
Personal Services	341,244	346,198	379,487	378,476	32,278	9.3%
Operating Supplies	6,848	10,400	32,150	32,150	21,750	209.1%
Professional Services	348,722	390,813	569,200	539,200	148,387	38.0%
Communications	1,817	2,506	3,850	3,850	1,344	53.6%
Transportation	18,891	22,500	25,000	25,000	2,500	11.1%
Miscellaneous	2,126	1,500	3,700	2,200	700	46.7%
Other - Lease Payments	20,418	21,370	21,370	21,370	0	0.0%
Animal Control	740,066	795,287	1,034,757	1,002,246	206,959	26.0%
Grants						
Operating Supplies	24,413	27,400	20,500	20,500	(6,900)	-25.2%
Professional Services	77,343	454,831	112,500	112,500	(342,331)	-75.3%
Equipment	270,320	244,996	857,996	875,496	630,500	257.4%
Grants (Equip.,Recov-Princ FEMA & EmergEvts)	379,972	727,227	990,996	1,008,496	281,269	38.7%
<b>Total - Emergency Services</b>	<b>5,330,754</b>	<b>6,129,639</b>	<b>7,659,448</b>	<b>7,387,968</b>	<b>1,258,329</b>	<b>20.5%</b>
<b>ELECTED OFFICIALS</b>						
<b>Circuit Court</b>						
Administration						
Personal Services	732,290	851,848	851,848	914,089	62,241	7.3%
Operating Supplies	22,624	37,085	39,085	32,585	(4,500)	-12.1%
Professional Services	41,414	49,096	67,151	49,800	704	1.4%
Communications	21,472	21,137	21,800	21,800	663	3.1%
Transportation	589	3,000	3,000	3,000	0	0.0%
Miscellaneous	39,705	54,050	54,550	48,550	(5,500)	-10.2%
Equipment	79,552	5,000	53,200	53,200	48,200	964.0%
Administration	937,646	1,021,216	1,090,634	1,123,024	101,808	10.0%
Law Library						
Operating Supplies	50,312	69,950	50,600	41,600	(28,350)	-40.5%
Law Library	50,312	69,950	50,600	41,600	(28,350)	-40.5%
Grants						
Personal Services	332,681	360,839	360,715	380,033	19,194	5.3%
Operating Supplies	4,680	2,394	3,572	3,585	1,191	49.7%
Professional Services	288,026	379,929	355,194	335,863	(44,066)	-11.6%
Communications	720	970	1,000	1,000	30	3.1%
Transportation	169	0	315	315	315	0.0%
Miscellaneous	15,618	15,500	15,500	15,500	0	0.0%
Equipment	12,896	0	0	0	0	0.0%
Grants	654,790	759,632	736,296	736,296	(23,336)	-3.1%
<b>Total - Circuit Court</b>	<b>1,642,748</b>	<b>1,850,798</b>	<b>1,877,530</b>	<b>1,900,920</b>	<b>50,122</b>	<b>2.7%</b>
<b>Orphans' Court</b>						
Personal Services	43,116	44,160	44,160	45,327	1,167	2.6%
Operating Supplies	944	1,000	1,500	1,500	500	50.0%
Communications	1,958	1,992	1,992	1,992	0	0.0%
Miscellaneous	9,960	9,960	9,960	9,960	0	0.0%
Equipment	0	7,282	600	600	(6,682)	-91.8%
<b>Total - Orphans' Court</b>	<b>55,978</b>	<b>64,394</b>	<b>58,212</b>	<b>59,379</b>	<b>(5,015)</b>	<b>-7.8%</b>

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2018	FY2019	FY2020	FY2020	OVER FY2019 APPROVED	
	ACTUAL	APPROVED	REQUESTED	APPROVED	AMOUNT	PERCENT
<b>Office of the Sheriff</b>						
Law Enforcement						
Personal Services	20,271,965	22,582,142	23,896,789	25,615,711	3,033,569	13.4%
Operating Supplies	345,798	537,659	705,615	581,915	44,256	8.2%
Professional Services	219,337	241,677	325,542	297,942	56,265	23.3%
Communications	99,917	101,100	101,100	101,100	0	0.0%
Transportation	388,930	673,613	719,513	579,513	(94,100)	-14.0%
Public Utility	1,302	6,000	0	0	(6,000)	-100.0%
Rentals	85,502	94,870	88,870	73,170	(21,700)	-22.9%
Miscellaneous	81,349	168,750	168,750	134,750	(34,000)	-20.1%
Equipment	308,053	49,800	184,736	165,736	115,936	232.8%
Other - Lease Payments	1,039,615	1,137,233	1,037,653	1,037,653	(99,580)	-8.8%
<b>Law Enforcement</b>	<b>22,841,768</b>	<b>25,592,844</b>	<b>27,228,568</b>	<b>28,587,490</b>	<b>2,994,646</b>	<b>11.7%</b>
Corrections						
Personal Services	8,684,901	9,869,457	10,683,765	10,598,830	729,373	7.4%
Operating Supplies	653,230	1,051,178	1,091,028	905,606	(145,572)	-13.8%
Professional Services	1,012,919	1,447,117	1,569,085	1,188,412	(258,705)	-17.9%
Communications	10,432	11,500	11,500	11,500	0	0.0%
Rentals	128,418	170,500	170,500	149,500	(21,000)	-12.3%
Miscellaneous	1,759	11,241	12,991	12,991	1,750	15.6%
Equipment	72,657	9,400	111,942	0	(9,400)	-100.0%
Other - Lease Payments	24,073	22,810	10,975	10,975	(11,835)	-51.9%
<b>Corrections</b>	<b>10,588,389</b>	<b>12,593,203</b>	<b>13,661,786</b>	<b>12,877,814</b>	<b>284,611</b>	<b>2.3%</b>
Training						
Operating Supplies	98,822	138,570	138,570	120,570	(18,000)	-13.0%
Professional Services	0	0	6,000	0	0	0.0%
Miscellaneous	156,574	274,819	290,307	257,307	(17,512)	-6.4%
<b>Training</b>	<b>255,396</b>	<b>413,389</b>	<b>434,877</b>	<b>377,877</b>	<b>(35,512)</b>	<b>-8.6%</b>
Canine						
Operating Supplies	6,812	8,000	8,000	8,000	0	0.0%
Professional Services	14,573	17,400	17,400	17,400	0	0.0%
Miscellaneous	0	500	500	500	0	0.0%
Equipment	36,939	12,900	7,500	7,500	(5,400)	-41.9%
<b>Canine</b>	<b>58,324</b>	<b>38,800</b>	<b>33,400</b>	<b>33,400</b>	<b>(5,400)</b>	<b>-13.9%</b>
Court Security						
Personal Services	828,968	871,102	871,102	927,757	56,655	6.5%
Operating Supplies	1,120	1,300	1,300	1,300	0	0.0%
<b>Court Security</b>	<b>830,088</b>	<b>872,402</b>	<b>872,402</b>	<b>929,057</b>	<b>56,655</b>	<b>6.5%</b>
Grants						
Personal Services	454,992	544,588	671,024	660,485	115,897	21.3%
Operating Supplies	1,307	27,355	27,355	26,862	(493)	-1.8%
Professional Services	177,335	244,483	221,366	189,742	(54,741)	-22.4%
Communications	2,702	3,485	3,485	3,485	0	0.0%
Transportation	12,223	20,000	25,000	65,000	45,000	225.0%
Miscellaneous	26,242	22,090	30,376	37,876	15,786	71.5%
Equipment	0	71,291	70,485	55,125	(16,166)	-22.7%
<b>Grants</b>	<b>674,801</b>	<b>933,292</b>	<b>1,049,091</b>	<b>1,038,575</b>	<b>105,283</b>	<b>11.3%</b>
<b>Total - Office of the Sheriff</b>	<b>35,248,766</b>	<b>40,443,930</b>	<b>43,280,124</b>	<b>43,844,213</b>	<b>3,400,283</b>	<b>8.4%</b>

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2018	FY2019	FY2020	FY2020	OVER FY2019 APPROVED	
	ACTUAL	APPROVED	REQUESTED	APPROVED	AMOUNT	PERCENT
<b>Office of the State's Attorney</b>						
Judicial						
Personal Services	2,696,074	2,799,584	2,769,383	3,250,924	451,340	16.1%
Operating Supplies	53,884	56,376	61,176	60,176	3,800	6.7%
Professional Services	25,484	49,786	50,986	45,638	(4,148)	-8.3%
Communications	10,939	13,455	13,055	14,855	1,400	10.4%
Transportation	4,769	7,400	7,400	14,400	7,000	94.6%
Rentals	229	300	300	300	0	0.0%
Miscellaneous	15,223	16,500	16,900	18,200	1,700	10.3%
Equipment/Lease	2,175	0	0	16,468	16,468	0.0%
<b>Judicial</b>	<b>2,808,777</b>	<b>2,943,401</b>	<b>2,919,200</b>	<b>3,420,961</b>	<b>477,560</b>	<b>16.2%</b>
Grants						
Personal Services	604,918	622,213	746,772	646,678	24,465	3.9%
Operating Supplies	4,559	6,691	6,691	6,691	0	0.0%
Professional Services	2,969	58,701	17,158	117,252	58,551	99.7%
Communications	3,175	4,540	4,540	4,540	0	0.0%
Transportation	27	1,388	1,388	1,388	0	0.0%
Miscellaneous	4,173	11,663	23,226	23,226	11,563	99.1%
Equipment	2,990	539	2,964	2,964	2,425	449.9%
<b>Grants</b>	<b>622,811</b>	<b>705,735</b>	<b>802,739</b>	<b>802,739</b>	<b>97,004</b>	<b>13.7%</b>
<b>Total - Office of the State's Attorney</b>	<b>3,431,588</b>	<b>3,649,136</b>	<b>3,721,939</b>	<b>4,223,700</b>	<b>574,564</b>	<b>15.7%</b>
<b>Office of the County Treasurer</b>						
Personal Services	403,581	431,337	441,337	451,843	20,506	4.8%
Operating Supplies	8,358	15,000	15,000	15,000	0	0.0%
Professional Services	6,102	11,500	1,500	1,500	(10,000)	-87.0%
Communications	24,685	26,980	28,450	28,450	1,470	5.4%
Transportation	0	600	600	600	0	0.0%
Miscellaneous	7,111	0	0	0	0	0.0%
Equipment	0	200	0	0	(200)	-100.0%
<b>Total - Office of the County Treasurer</b>	<b>449,837</b>	<b>485,617</b>	<b>486,887</b>	<b>497,393</b>	<b>11,776</b>	<b>2.4%</b>
<b>STATE AGENCIES / INDEPENDENT BOARDS</b>						
<b>Department of Health</b>						
Operating Allocation	2,180,979	2,207,979	2,403,008	2,395,395	187,416	8.5%
Personal Services	16,151	16,197	16,197	16,238	41	0.3%
Mosquito Control/Gypsy Moth	56,100	59,500	59,500	77,000	17,500	29.4%
<b>Total - Department of Health</b>	<b>2,253,230</b>	<b>2,283,676</b>	<b>2,478,705</b>	<b>2,488,633</b>	<b>204,957</b>	<b>9.0%</b>
<b>Department of Social Services</b>						
Operating Allocation	266,226	276,038	276,038	282,615	6,577	2.4%
Personal Services	76,997	83,608	90,185	90,152	6,544	7.8%
Professional Services	5,200	6,500	6,500	6,500	0	0.0%
Grant	81,835	85,091	85,091	82,366	(2,725)	-3.2%
<b>Total - Department of Social Services</b>	<b>430,258</b>	<b>451,237</b>	<b>457,814</b>	<b>461,633</b>	<b>10,396</b>	<b>2.3%</b>
<b>Alcohol Beverage Board</b>						
Personal Services	119,039	126,465	126,465	152,036	25,571	20.2%
Operating Supplies	3,474	9,305	9,305	9,305	0	0.0%
Professional Services	10,000	18,500	18,500	18,500	0	0.0%
Communications	1,248	1,800	1,800	1,800	0	0.0%
Transportation	868	5,000	5,000	5,000	0	0.0%
Miscellaneous	64,316	168,702	168,702	168,702	0	0.0%
<b>Total - Alcohol Beverage Board</b>	<b>198,945</b>	<b>329,772</b>	<b>329,772</b>	<b>355,343</b>	<b>25,571</b>	<b>7.8%</b>



**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2018	FY2019	FY2020	FY2020	OVER FY2019 APPROVED	
	ACTUAL	APPROVED	REQUESTED	APPROVED	AMOUNT	PERCENT
<b><u>Board of Elections</u></b>						
Personal Services	11,922	45,094	45,094	44,097	(997)	-2.2%
Operating Supplies	48,744	53,877	53,877	53,877	0	0.0%
Professional Services	794,501	955,099	1,029,499	1,013,391	58,292	6.1%
Communications	24,246	33,200	33,200	33,200	0	0.0%
Transportation	11,351	7,950	7,750	7,750	(200)	-2.5%
Rentals	4,000	6,175	8,175	7,775	1,600	25.9%
Miscellaneous	10,171	11,230	12,830	11,230	0	0.0%
Equipment	1,682	0	0	0	0	0.0%
<b>Total - Board of Elections</b>	<b>906,617</b>	<b>1,112,625</b>	<b>1,190,425</b>	<b>1,171,320</b>	<b>58,695</b>	<b>5.3%</b>
<b><u>University of Maryland Extension - St. Mary's Co.</u></b>						
Operating Supplies	4,865	5,200	5,750	5,750	550	10.6%
Professional Services	178,035	220,968	223,911	223,911	2,943	1.3%
Communications	3,929	4,000	4,000	4,000	0	0.0%
Transportation	18,000	18,000	20,700	20,700	2,700	15.0%
Public Utilities	3,714	4,400	4,400	4,400	0	0.0%
Rentals	780	1,200	1,200	1,200	0	0.0%
Miscellaneous	14,840	3,132	2,300	2,300	(832)	-26.6%
Equipment	1,808	500	1,800	1,800	1,300	260.0%
<b>Total - University of MD Extension-St. Mary's</b>	<b>225,971</b>	<b>257,400</b>	<b>264,061</b>	<b>264,061</b>	<b>6,661</b>	<b>2.6%</b>
<b><u>Ethics Commission</u></b>						
Operating Supplies	41	183	183	183	0	0.0%
Professional Services	650	650	650	650	0	0.0%
<b>Total - Ethics Commission</b>	<b>691</b>	<b>833</b>	<b>833</b>	<b>833</b>	<b>0</b>	<b>0.0%</b>
<b><u>St. Mary's County Forest Conservation Board</u></b>						
Operating Allocation	2,500	2,500	2,500	2,500	0	0.0%
<b>Total - SMC Forest Conservation Board</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>0.0%</b>
<b><u>Soil Conservation District</u></b>						
Personal Services	19,964	23,546	51,546	23,546	0	0.0%
Operating Allocation	52,915	53,517	53,517	53,517	0	0.0%
<b>Total - Soil Conservation District</b>	<b>72,879</b>	<b>77,063</b>	<b>105,063</b>	<b>77,063</b>	<b>0</b>	<b>0.0%</b>
<b><u>So. MD Resource Conservation &amp; Development</u></b>						
Operating Allocation	13,300	13,300	15,300	13,300	0	0.0%
<b>Total - Southern Maryland RC&amp;D</b>	<b>13,300</b>	<b>13,300</b>	<b>15,300</b>	<b>13,300</b>	<b>0</b>	<b>0.0%</b>
<b><u>So. MD Tri-County Community Action Committee, Inc.</u></b>						
Operating Allocation	16,000	16,000	16,000	16,000	0	0.0%
<b>Total - So. MD Tri-County Community Action</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>0</b>	<b>0.0%</b>
<b><u>Tri-County Council for Southern Maryland</u></b>						
Operating Allocation	94,200	94,200	135,000	94,200	0	0.0%
<b>Total - Tri-County Council for Southern Mary</b>	<b>94,200</b>	<b>94,200</b>	<b>135,000</b>	<b>94,200</b>	<b>0</b>	<b>0.0%</b>
<b><u>Tri-County Youth Services Bureau, Inc.</u></b>						
Operating Allocation	143,600	143,600	143,600	143,600	0	0.0%
<b>Total - Tri-County Youth Services Bureau, In</b>	<b>143,600</b>	<b>143,600</b>	<b>143,600</b>	<b>143,600</b>	<b>0</b>	<b>0.0%</b>

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2018	FY2019	FY2020	FY2020	OVER FY2019 APPROVED	
	ACTUAL	APPROVED	REQUESTED	APPROVED	AMOUNT	PERCENT
<b><u>SDAT - Leonardtown Office</u></b>						
Operating Allocation	456,811	439,394	439,394	439,394	0	0.0%
<b>Total - SDAT Leonardtown Office</b>	<b>456,811</b>	<b>439,394</b>	<b>439,394</b>	<b>439,394</b>	<b>0</b>	<b>0.0%</b>
<b><u>Southern Maryland Higher Education Center</u></b>						
Operating Allocation	40,000	40,000	40,000	40,000	0	0.0%
<b>Total - Southern Maryland Higher Education</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>0</b>	<b>0.0%</b>
<b><u>Board of Education</u></b>						
Administration	3,421,596	3,357,329	3,867,648	3,545,562	188,233	5.6%
Mid-Level Administration	15,938,296	16,304,178	16,941,443	16,809,844	505,666	3.1%
Instructional Salaries	77,922,920	80,590,442	83,549,198	81,901,980	1,311,538	1.6%
Instructional Textbooks & Supplies	6,844,254	2,769,776	2,694,389	3,786,220	1,016,444	36.7%
Other Instructional Costs	1,179,510	1,535,572	1,716,294	1,615,294	79,722	5.2%
Special Education	18,654,981	19,390,370	19,999,674	19,390,370	0	0.0%
Student Personnel Services	1,149,994	1,183,947	1,410,281	1,264,439	80,492	6.8%
Student Health Services	2,309,431	2,432,313	2,564,816	2,502,027	69,714	2.9%
Student Transportation	16,042,870	16,718,358	17,428,570	17,324,559	606,201	3.6%
Operation of Plant	15,162,717	15,302,848	16,861,070	16,943,065	1,640,217	10.7%
Maintenance of Plant	3,912,442	4,063,336	4,385,752	4,523,947	460,611	11.3%
Fixed Charges	46,019,980	49,818,008	52,344,373	51,485,722	1,667,714	3.3%
Capital Outlay	750,951	793,438	816,360	992,738	199,300	25.1%
<b>Sub-Total - General Operations</b>	<b>209,309,942</b>	<b>214,259,915</b>	<b>224,579,868</b>	<b>222,085,767</b>	<b>7,825,852</b>	<b>3.7%</b>
Funding other than County Appropriation						
Fund Balance - Used (generated)	5,357,566	200,000	34,870	1,934,870	1,734,870	867.4%
State, Federal, Other Revenue Sources	101,762,436	110,207,390	113,907,941	113,907,976	3,700,586	3.4%
<b>County Funding - Board of Education:</b>						
BOE - Recurring	102,189,940	103,852,525	110,637,057	106,242,921	2,390,396	2.3%
BOE - Non-Recurring	0	0		0	0	0.0%
<b>County Appropriation - BOE</b>	<b>102,189,940</b>	<b>103,852,525</b>	<b>110,637,057</b>	<b>106,242,921</b>	<b>2,390,396</b>	<b>2.3%</b>
<b><u>College of Southern Maryland</u></b>						
Compensation (incl. OPEB Trust Contribution)	5,818,836	7,614,249	7,725,421	7,498,728	(115,521)	-1.5%
Contracted Services	1,170,342	1,915,020	1,952,309	2,150,686	235,666	12.3%
Supplies & Materials	588,238	334,435	519,817	519,818	185,383	55.4%
Communications	78,574	84,999	133,454	133,454	48,455	57.0%
Conferences & Meetings	48,326	68,099	59,283	59,283	(8,816)	-12.9%
Scholarships & Fellowships	29,982	30,480	31,090	31,090	610	2.0%
Utilities	487,495	500,000	459,000	459,000	(41,000)	-8.2%
Fixed Charges	123,095	154,271	177,435	177,435	23,164	15.0%
Furniture & Equipment	50,224	83,721	99,958	340,052	256,331	306.2%
Mandatory Transfers	4,168,710	4,216,885	4,169,815	4,169,814	(47,071)	-1.1%
<b>Sub-Total - General Operations</b>	<b>12,563,822</b>	<b>15,002,159</b>	<b>15,327,582</b>	<b>15,539,360</b>	<b>537,201</b>	<b>3.6%</b>
Funding other than County Appropriation						
State, Federal, Other Revenue Sources	8,356,457	10,675,198	10,560,282	10,772,060	96,862	0.9%
County Appropriation	4,207,365	4,326,961	4,767,300	4,767,300	440,339	10.2%
<b>County Appropriation - CSM</b>	<b>4,207,365</b>	<b>4,326,961</b>	<b>4,767,300</b>	<b>4,767,300</b>	<b>440,339</b>	<b>10.2%</b>

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2018	FY2019	FY2020	FY2020	OVER FY2019 APPROVED	
	ACTUAL	APPROVED	REQUESTED	APPROVED	AMOUNT	PERCENT
<b>Board of Library Trustees</b>						
Lexington Park Library	937,982	939,312	928,654	928,654	(10,658)	-1.1%
Leonardtown Library	758,387	791,659	918,611	918,611	126,952	16.0%
Charlotte Hall Library	600,966	613,057	642,283	642,283	29,226	4.8%
Administration	1,481,792	1,520,303	1,544,485	1,504,353	(15,950)	-1.0%
<b>Sub-Total - General Operations</b>	<b>3,779,127</b>	<b>3,864,331</b>	<b>4,034,033</b>	<b>3,993,901</b>	<b>129,570</b>	<b>3.4%</b>
Funding other than County Appropriation						
Fund Balance - Used (Generated)		49,481	70,755	63,061	13,580	27.4%
State, Federal, Other Revenue Sources	978,555	936,800	959,000	966,694	29,894	3.2%
County Appropriation	2,800,572	2,878,050	3,004,278	2,964,146	86,096	3.0%
County Appropriation - State Pension Shift	0	0	0	0	0	0.0%
County Appropriation - Additional OPEB	0	0	0	0	0	0.0%
<b>County Appropriation - Library</b>	<b>2,800,572</b>	<b>2,878,050</b>	<b>3,004,278</b>	<b>2,964,146</b>	<b>86,096</b>	<b>3.0%</b>
<b>OTHER BUDGET COSTS</b>						
Leonardtown Tax Rebate	44,916	43,493	43,487	43,487	(6)	0.0%
Employer Contributions - Retiree Health Benefits	3,135,991	3,200,000	3,300,000	3,300,000	100,000	3.1%
Employer Contributions - Unemployment	19,551	35,000	35,000	35,000	0	0.0%
Bank / GOB Costs	24,832	35,000	35,000	35,000	0	0.0%
Debt Service	11,214,597	11,667,432	13,645,203	13,645,203	1,977,771	17.0%
<b>Total - Other Budget Costs</b>	<b>14,439,887</b>	<b>14,980,925</b>	<b>17,058,690</b>	<b>17,058,690</b>	<b>2,077,765</b>	<b>13.9%</b>
<b>TRANSFERS &amp; RESERVES</b>						
Capital Projects - Pay-Go	365,518	1,939,891	13,268,852	12,989,427	11,049,536	569.6%
Reserve - Grant/Appropriation	0	1,000,000	1,500,000	1,500,000	500,000	50.0%
Reserve - School Safety	0	1,000,000	0	0	(1,000,000)	-100.0%
Reserve - Bond Rating	294,206	400,000	400,000	400,000	0	0.0%
Reserve - Emergency	0	500,085	500,000	500,000	(85)	0.0%
<b>Total - Transfers &amp; Reserves</b>	<b>659,724</b>	<b>4,839,976</b>	<b>15,668,852</b>	<b>15,389,427</b>	<b>10,549,451</b>	<b>218.0%</b>
<b>TOTAL GENERAL FUND</b>	<b>\$215,217,640</b>	<b>\$230,155,443</b>	<b>\$257,502,368</b>	<b>\$253,113,474</b>	<b>\$22,958,031</b>	<b>10.0%</b>

## GENERAL FUND FY2020 & FOUR-YEAR PROJECTION (2021 - 2024)

(\$ IN THOUSANDS)	FY2020 APPROVED	FY2021 ESTIMATE	FY2022 ESTIMATE	FY2023 ESTIMATE	FY2024 ESTIMATE
<b>Revenues</b>					
Property Taxes	112,193	114,436	116,725	119,060	121,441
Income Taxes	101,273	107,839	112,152	116,638	121,304
Local Taxes	9,795	10,187	10,594	11,018	11,459
Highway User	1,918	2,014	2,115	2,221	2,332
Licenses and Permits	574	591	609	627	646
Charges for Services	3,176	3,303	3,435	3,572	3,715
Fines and Forfeitures	27	27	27	27	27
State/Federal Grants	8,243	8,655	9,087	9,542	10,019
Other Revenues	1,035	1,000	1,000	1,000	1,000
<i>Use of County Fund Balance</i>	14,881	764	0	0	0
<b>REVENUES</b>	<b>253,113</b>	<b>248,816</b>	<b>255,744</b>	<b>263,705</b>	<b>271,942</b>
<b>Expenditures:</b>					
Aging & Human Services	4,851	4,638	5,029	5,079	5,254
Information Technology	3,797	4,007	4,392	4,436	4,605
Public Works & Transportation	19,571	20,039	20,584	20,790	21,122
Recreation & Parks	4,408	4,624	5,015	5,065	5,240
Emergency Services	7,388	7,733	8,155	8,237	8,443
Other County Departments	10,582	10,844	11,297	11,410	11,648
<b>Total, Departments</b>	<b>50,598</b>	<b>51,885</b>	<b>54,472</b>	<b>55,017</b>	<b>56,313</b>
Office of the Sheriff	43,844	45,193	46,283	46,746	47,213
Office of the State's Attorney	4,224	4,266	4,309	4,352	4,395
Other Elected Officials	2,458	2,428	2,453	2,477	2,502
<b>Total, Elected Officials</b>	<b>50,526</b>	<b>51,888</b>	<b>53,044</b>	<b>53,575</b>	<b>54,111</b>
Department of Health	2,489	2,504	2,529	2,554	2,579
County Funds - Board of Ed	106,243	107,305	108,378	109,462	110,557
County Funds - College of Southern Maryland	4,767	4,461	4,506	4,551	4,596
County Funds - Board of Library Trustees	2,964	2,994	3,024	3,054	3,085
Other Boards and State Agencies	3,079	3,073	3,101	3,130	3,158
<b>Total, Boards and State Agencies</b>	<b>119,542</b>	<b>120,337</b>	<b>121,538</b>	<b>122,750</b>	<b>123,975</b>
Employer Contributions - Retiree Health Costs	3,300	3,400	3,500	3,600	3,700
Debt Service	13,645	13,299	15,153	15,098	16,919
Other Budget Costs	1,613	1,614	1,614	1,615	1,615
<b>Total, Other Budget Costs</b>	<b>18,559</b>	<b>18,313</b>	<b>20,268</b>	<b>20,313</b>	<b>22,235</b>
Transfers & Reserves	13,889	1,664	900	900	900
<b>Total, Transfers &amp; Reserves</b>	<b>13,889</b>	<b>1,664</b>	<b>900</b>	<b>900</b>	<b>900</b>
<b>EXPENDITURES</b>	<b>253,113</b>	<b>244,087</b>	<b>250,222</b>	<b>252,555</b>	<b>257,533</b>
<i>DIFFERENCE REVENUE OVER (EXPENDITURES)</i>	<i>0</i>	<i>4,729</i>	<i>5,522</i>	<i>11,150</i>	<i>14,408</i>
<i>Operating Impacts FTE's</i>	<i>12</i>	<i>15</i>	<i>7</i>	<i>-</i>	<i>-</i>
<i>CIP Operating Impacts - In year started</i>	<i>0</i>	<i>3,699</i>	<i>927</i>	<i>78</i>	<i>40</i>
<i>CIP Operating Impacts - recurring</i>	<i>0</i>	<i>3,699</i>	<i>4,626</i>	<i>4,704</i>	<i>4,744</i>
<i>Amount available after Operating Impacts</i>	<i>-</i>	<i>1,030</i>	<i>896</i>	<i>6,446</i>	<i>9,664</i>

NOTE: FY2021 Expenditures includes phased comp less non-recurring; FY2022 Expenditures includes phased comp

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# **COUNTY DEPARTMENTS**

- **Program Description**
- **Operating Budget**
- **Highlights**
- **Staffing**
- **Performance Measures**

# COUNTY COMMISSIONERS / ADMINISTRATOR

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## DESCRIPTION

The Commissioners of St. Mary's County establishes all County policies, enacts ordinances which have the force and effect of law, reviews and approves annual budgets and work plans for all departments and agencies receiving county funds, conducts public hearings and makes decisions on land use matters involving zoning, and water and sewer categories. The County Commissioners appoint all department heads and members of boards, committees and commissions, purchase and maintain county property, approve road construction and maintenance, and serve as the county's chief elected officials in dealing with other counties, and the state and federal governments. The County Commissioners' office serves as a contact point for citizens and responds directly to citizens on a variety of areas ranging from general information to specific assistance with government procedures and programs. The Commissioners' Office provides staff support for County Commissioner meetings and individual County Commissioners. The Commissioners' Office maintains the Commissioners' meeting records, resolutions and ordinances, correspondence and administrative files, the official "Seal of St. Mary's County," and prepares their agenda and schedules for future events.

An appointed County Administrator is responsible for the day-to-day administration of county government, supervision of all government department heads, and coordination of staff activities under the County Commissioners' jurisdiction. The County Administrator assigns and reports on general business actions and functions of county government and provides periodic performance reports on projects or problems. The County Administrator oversees the Public Information Office. The County Administrator is responsible for the follow-up actions that result from developments at meetings as directed by the Commissioners of St. Mary's County. The County Administrator serves as the official County Commissioner representative at court actions, hearings, and inquiries at the local, regional and state level. The office also processes incoming mail to the Commissioners and hosts the county's switchboard.

The Public Information Office oversees communications with the media and the public, including news releases, the county's website, social media sites (Facebook, Twitter, YouTube and Flickr) and the dissemination of emergency information. The office also manages the county's cable station St. Mary's County Government TV 95 (SMCG TV 95). The Public Information Office plans and provides staff support for Commissioners of St. Mary's County events such as the annual Flag Day ceremony and the Veteran's Day Parade. The Public Information Office prepares proclamations, commendations and special awards from the commissioners to recognize special accomplishments of individuals, organizations and employees. The office plays a central role in

# COUNTY COMMISSIONERS / ADMINISTRATOR

## DESCRIPTION (continued)

the dissemination of information in emergency situations as well as issuing news releases and other information to the media and the public. This office is also responsible for overseeing the content and organization of information on the county website and other social media sites on behalf of the Commissioners.

## OPERATING BUDGET

County Commissioners / County Administrator	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
Legislative/County Commissioners	429,794	\$477,634	\$477,634	\$487,866
County Administrator	366,171	404,934	404,934	428,737
Public Information	<u>222,050</u>	<u>247,909</u>	<u>461,904</u>	<u>356,347</u>
<b>Total Department</b>	<b>1,018,015</b>	<b>\$1,130,477</b>	<b>\$1,344,472</b>	<b>\$1,272,950</b>

## HIGHLIGHTS

The budget for the County Commissioners/Administrator is \$1,272,950, an increase of \$142,473 or 12.6%. It includes the county employee compensation changes mentioned in the budget highlights and new video screen equipment upgrades in CSMC Meeting Room.

## STAFFING

County Commissioners / County Administrator	FY2019 Adjusted	FY2020 Request	FY2020 Approved
Legislative/County Commissioners	6.5	6.5	6.5
County Administrator	3.0	3.0	3.0
Public Information	<u>3.0</u>	<u>5.0</u>	<u>3.0</u>
<b>Total Department</b>	<b>12.5</b>	<b>14.5</b>	<b>12.5</b>

## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
Board of Health meetings	1	2	2
Boards, Committees and Commissions	39	43	44
Coffee w/County Administrator	6	6	6
County Administrator Business Items Approved	206	239	240
CSMC Budget Work Sessions	9	10	10
CSMC Business Meetings	58	47	50

# COUNTY COMMISSIONERS / ADMINISTRATOR

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## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
CSMC emails processed	2,002	1,317	1,400
CSMC Executive Sessions	49	64	50
CSMC Public Forums	4	4	4
CSMC Public Hearings	17	9	12
Events attended by CSMC	224	250	250
Incoming USPS mail processed	820	600	600
Managers meetings	8	10	10
MetCom joint meetings with CSMC	2	2	2
Minutes prepared for meetings	36	37	37
NAS/PAX River joint meetings with CSMC	2	2	2
News releases issued	296	300	300
OPEB meetings	4	4	4
Phone calls from citizens	21,966	28,000	30,000
Proclamations and commendations issued	352	350	350
Resolutions and Ordinances passed by CSMC	41	42	44
Sheriff's Retirement Board meetings	10	10	10
SMC Public Schools joint meetings with CSMC	2	2	2
Special events: Fire/Rescue, Law Enforcement Day, Flag Day, Veterans Day, Ribbon Cuttings, groundbreaking, etc.	12	15	15
Tri-County Council full council meetings	4	4	4
Video-tape productions (in-house meetings, off-site shoots, special projects)	343	350	350
Written responses to citizens from CSMC	164	227	225
XMT - Executive Management meetings	19	20	20



# DEPARTMENT OF AGING & HUMAN SERVICES

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## DESCRIPTION

The Department of Aging & Human Services' (DOA&HS) basic purpose and mission are to provide an array of programs and services to the senior community, people with disabilities, as well as to children and families. The Department fosters continued good physical and mental health and promotes "healthy" aging within the senior community; provides appropriate supportive and health services that enable seniors to live independently in their homes and communities, and offers social, educational, and recreational activities that give members of the senior community ample opportunity to remain engaged with their peers. A significant portion of the Department of Aging & Human Services' general fund budget is financed from Federal and State grants as well as income from program fees and donations. Federal grants support the operation of senior activity centers and nutrition sites, home and community-based services, and provide some funding for administrative support.

The Division of Human Services' areas of responsibility include but are not limited to: supportive services for children and youth and, offer social, educational, and recreational activities to children and families. This division facilitates an integrated network of services to improve conditions for people in need. The division brings together local agencies, providers, consumers of services, public and private entities, and other community representatives to empower local stakeholders in addressing the needs of and setting priorities for St. Mary's County. This division also serves as the Local Management Board and point of contact for State-funded community development projects

The Governor's Office for Children requires all Local Management Board Programs be associated with one or more of the following areas: Families affected by incarceration; Childhood hunger; Disconnected youth (youth between the ages of 16 and 24 who are not in school or at work); Homeless youth who are not in the physical custody of a parent or guardian and who are between the ages of 14 and 25, a population known as unaccompanied homeless *youth*.

The Department of Aging & Human Services provides staff and administrative support to the following county government advisory boards: The Commission on Aging, the Human Relations Commission, and the Commission for Women, The Youth Advisory Commission, the Local Management Board, the Public Guardianship Review Board, and the Family Violence Coordinating Council. Administrative support includes attending scheduled meetings, preparation and distribution of minutes and correspondence, coordinating logistics for programs and special events, maintaining required memberships and overseeing budgetary matters.

# DEPARTMENT OF AGING & HUMAN SERVICES

## DESCRIPTION (continued)

This Departmental Budget also focuses on Non-Profit Agencies - Aging & Human Services. The Non-Profit Categories for Aging & Human Services include: Behavioral Health, Community Services, Disability Services, and Homeless Prevention.

## OPERATING BUDGET

<b>Aging &amp; Human Services</b>	<b>FY2018 Actual</b>	<b>FY2019 Approved</b>	<b>FY2020 Request</b>	<b>FY2020 Approved</b>
Aging Administration	1,663,636	\$1,953,055	\$2,151,749	\$2,158,318
Grants – Aging	1,045,725	1,062,105	1,042,090	1,100,635
Human Services (HS) – Admin. Grants	73,648	71,102	143,102	143,102
Community Services (CS)	484,503	527,958	532,458	501,959
Human Relations Commission	1,156	1,850	1,850	1,850
Commission for Women	9,347	7,000	7,000	7,000
Non-Profits–Aging & Human Services	826,612	831,512	831,512	606,880
Grants – HS (Non-Admin.)	<u>697,801</u>	<u>607,658</u>	<u>331,718</u>	<u>331,718</u>
<b>Total Department – General Fund</b>	<b>4,802,428</b>	<b>\$5,062,240</b>	<b>\$5,041,479</b>	<b>\$4,851,462</b>
<b>Miscellaneous Revolving Fund- Aging</b>		<b>\$120,000</b>	<b>\$120,000</b>	<b>\$120,000</b>
<b>Miscellaneous Revolving Fund – CS</b>		<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>

## HIGHLIGHTS

The general fund budget for the Department of Aging & Human Services is \$4,851,462, a decrease of \$210,778 or – 4.2%. This budget includes:

- The addition of a new Information & Assistance Caseworker, full-time position, to provide assessment and case management services to homebound individuals
- Hourly Senior Office Specialist and Program Specialist for the Garvey Senior Center for evening activities

# DEPARTMENT OF AGING & HUMAN SERVICES

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## HIGHLIGHTS (continued)

- Convert hourly Food Service Technician to RPT employee at Cedar Lane and realign hourly Food Service Technician at Loffler Center to County budget from Grant
- The addition of an hourly Community Program Outreach Specialist
- The addition of an hourly Food Service Technician position as part of the Food Services Program for Cedar Lane, and
- Purchase of a replacement vehicle, 14-passenger Van to support the Learning for ForEver (LIFE) Program

The Aging and Human Services budget also includes the county employee compensation changes mentioned in the budget highlights.

Non-Profit Funding continues to be reflected in County Department's based on content area. The following was approved for Non-Profits having categories that fall within the Department of Aging & Human Services:

<b>Agency</b>	<b>Category</b>	<b>Amount</b>
ARC of Southern Maryland	Disability Services	\$130,000
Bay Community Support Services, Inc.	Disability Services	\$3,900
Center for Children, Inc.	Behavioral Health	\$15,000
Center for Children, Inc.	Community Services	\$1,000
Center for Life Enrichment	Disability Services	\$150,908
Community Mediation of SMC	Community Services	\$2,500
Greenwell Foundation	Disability Services	\$34,500
Promise Resource Center	Community Services	\$15,980
So MD Center for Family Advocacy	Community Services	\$100,000
So MD Center for Independent Living	Disability Services	\$7,500
Special Olympics MD St. Mary's County	Community Services	\$12,592
St. Mary's Caring Soup	Community Services	\$3,000
Three Oaks Center	Homelessness Prevention	<u>\$130,000</u>
		<b>\$606,880</b>

# DEPARTMENT OF AGING & HUMAN SERVICES

## STAFFING

Aging & Human Services	FY2019 Adjusted	FY2020 Request	FY2020 Approved
Aging Administration	18.5	20.25	20.25
Grants – Aging	8.25	8.25	8.25
Human Services – Administration Grants	.54	.54	.54
Community Services (CS)	<u>3.46</u>	<u>3.46</u>	<u>3.46</u>
<b>Total Department</b>	<b>30.75</b>	<b>32.50</b>	<b>32.50</b>

## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
<b><u>Senior Activity Centers and Nutrition Sites</u></b>			
Serve mid-day congregate meals to support healthy nutrition	15,994	16,212	32,623
Seniors Served	1,547	1,197	1,317
<b><u>Social / Recreational / Educational Activities</u></b>			
Seniors Served	7,212	6,683	7,017
Units of Service	74,940	75,886	79,680
Number of Contacts – UNITS (Newsletter)	23,943	25,105	26,360
<b><u>Physical Fitness &amp; Health Education and Screening Programs</u></b>			
Seniors participating (Nutrition Education from newsletter included in all stats)	9,907	10,514	11,040
Units of Service (Nutrition Education from newsletter included in all stats)	58,852	61,514	64,590
<b><u>Home and Community-Based Services</u></b>			
<b>Medicaid Waiver (Home &amp; Community-Based Options Waiver, Community First Choice (CFC))</b>			
Persons Served	94	112	120
Admissions	9	24	20
Discharges / Deaths / Transfers	15	28	20
Applications Taken	19	3	-
<b>Senior Care</b>			
Seniors Served (aged 65 and over)	66	57	65
Admissions	14	8	11
Discharges	15	12	14

# DEPARTMENT OF AGING & HUMAN SERVICES

## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
<b>National Family Caregivers Support Program and County (In-Home Services)</b>			
Consumers Served	128	130	150
Caregivers Serviced	8,300	8,300	8,400
<b>Home-Delivered Meals</b>			
Meals Served	53,154	55,438	54,310
Seniors Served	423	414	420
<b>Senior I&amp;A Program</b>			
MAP Information and Assistance – Client Calls / Visits	3,394	3,939	4,017
SHIP Client Calls / Visits	870	1,000	1,100
<b>Senior Rides</b>			
Number of Unduplicated Clients Served	76	73	82
Number of Trips Taken	556	536	573
<b>Retired &amp; Senior Volunteer Program (RSVP)</b>			
Number of Volunteers	351	358	365
Hours of Volunteer Service	36,585	37,314	38,044
Number of Stations	32	33	34
<b>Local Management Board</b>			
Participants - After School Programs	35	33	66
Parents Served - Family Navigation & Single Point of Access *	310	250	0*
Counseling Formal and Informal Cases –Early Intervention & Prevention *	320	200	0*
Participants - Court Drug Assessor and Mentoring	140	115**	115**
Meetings/Programs - Early Childhood Council	14	14	14
<b>Youth Coordination</b>			
<b>Teen Court</b>			
Adult Volunteers / Juvenile Volunteers	28	30	32
Cases Heard in Court	55	50	55
<b>Project Graduation</b>			
Graduate Attendees	1,100	1,200	1,100
Number of Volunteers	80	110	120
Number of Students / Guest Attendees	450	350	400

\* = Program discontinued in FY20

\*\* = Assessor Program ceased mid-year FY19:  
Mentoring continues

# COUNTY ATTORNEY

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## DESCRIPTION

The County Attorney is responsible for providing legal services to the Commissioners of St. Mary’s County, the County Administrator and the County departments, offices, agencies, boards, committees and commissions. Activities include: researching legal issues and providing legal opinions; coordinating and monitoring legal representation of the County by independent contract and insurance defense counsel; drafting or reviewing all resolutions and ordinances to be considered and adopted by the Commissioners; providing legal representation regarding enforcement of all local ordinances and locally-adopted regulations; collection of various funds due and owing to the County; acquiring title to real property purchased by the County at tax sales; representing the County in judicial proceedings; approving grant applications and agreements as to form and legal sufficiency, contracts; and drafting of documents and representation of the County in real estate transactions related to acquisitions, dispositions, leases, and easements.

## OPERATING BUDGET

<b>County Attorney</b>	<b>FY2018 Actual</b>	<b>FY2019 Approved</b>	<b>FY2020 Request</b>	<b>FY2020 Approved</b>
Administration	\$739,125	\$754,937	\$876,001	\$1,032,253
<b>Total Department</b>	<b>\$739,125</b>	<b>\$754,937</b>	<b>\$876,001</b>	<b>\$1,032,253</b>

## HIGHLIGHTS

The budget for the County Attorney is \$1,032,253, an increase of \$277,316 or 36.7%. This increase is attributed to the county employee compensation changes mentioned in the budget highlights. Also included in this budget is funding for a full-time Senior Office Specialist position and for Contract Legal Services to hear Board of Appeals and Planning Commission hearings.

## STAFFING

<b>County Attorney</b>	<b>FY2019 Adjusted</b>	<b>FY2020 Request</b>	<b>FY2020 Approved</b>
<b>Total Department</b>	<b>5</b>	<b>7</b>	<b>7</b>

# COUNTY ATTORNEY

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## PERFORMANCE MEASURES

<b>Indicators</b>	<b>Actual FY2018</b>	<b>Estimated FY2019</b>	<b>Projected FY2020</b>
Complaints	1	0	0
Guardianship Cases	13	10	10
Legislative Bills Reviewed	300	350	375
Legislative Fiscal Note Requests Processed	73	40	50
St. Mary's County Legislation Passed	5	12	15
Legislative Items Tracked & Maintained-SMC Website	24	53	60
Notice of Claim	12	25	25
Municipal Infractions	88	97	100
Public Information Requests	132	105	120
Tax Sales	11	7	40

# DEPARTMENT OF ECONOMIC DEVELOPMENT

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## DESCRIPTION

The Department of Economic Development (DED) works to increase opportunities for business and job growth in St. Mary's County. Economic Development has three focus areas: Business Development, Agriculture & Seafood, and Tourism and Hospitality.

These three focus areas are reflected in the budget. The Business Development Division provides direct support to new or expanding businesses and works to attract new businesses to grow the local economy. The Agriculture and Seafood Division provides direct support to local farmers, oversees three County farmers markets, and manages a multi-million-dollar land preservation program. Last year, DED, with its tourism industry partners, established a new non-profit entity, Visit St. Mary's MD, to carry out tourism responsibilities on behalf of the County. Funding that previously funded the DED Tourism Division is now provided to Visit St. Mary's MD. Visit St. Mary's MD's County funding may rise with increases in the County Accommodations Tax collection.

In recent years, the Commissioners approved the Department's *Strategic Plan to Build an Innovation Driven Economy*. The goal of this Plan is to broaden the local economy and, thereby, reduce the County's current dependency on federal defense spending. The Department focuses on 1) growing the targeted industries: unmanned and autonomous systems, agricultural and aquaculture, tourism, advanced manufacturing, and aircraft modification; 2) creating an environment for innovation and entrepreneurship; 3) supporting strategies to attract and retain the workforce of the future; and 4) protecting and growing the mission of Naval Air Station Patuxent River. This Departmental Budget also includes funding for non-profit entities that help further the mission of the Department.

The Department staffs the St. Mary's County Economic Development Commission and the Agriculture, Seafood and Forestry Board. DED's employees participate in many other organizations and groups including the Agricultural Land Preservation Board, The Patuxent Partnership, the Southern Maryland Innovation and Technology initiative, St. Mary's County Chamber of Commerce, Southern Maryland Navy Alliance, and the Farmers' Market Association.



# DEPARTMENT OF ECONOMIC DEVELOPMENT

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## OPERATING BUDGET

Economic Development	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
Administration/Office of the Director	\$381,000	\$410,166	\$410,166	\$438,881
Tourism Development	345,420	430,937	430,937	430,937
Agriculture & Seafood Development	327,406	343,913	344,713	368,479
Business Development	280,914	321,483	409,483	466,327
Non-Profits – Economic Development	89,255	96,755	96,755	89,455
Grants	<u>801,352</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Department</b>	<b>\$2,225,347</b>	<b>\$1,603,254</b>	<b>\$1,692,054</b>	<b>\$1,794,079</b>

## HIGHLIGHTS

The budget for the Department of Economic Development is \$1,794,079, an increase of \$190,825 or 11.9%. This budget incorporates the county employee compensation changes mentioned in the budget highlights, and the following increases:

- The addition of one FTE Ombudsman position under the Business Development Division
- Visit St. Mary’s MD (VSMMD), the newly created non-profit funded by the County to carry out all tourism activities on behalf of the County will be funded at the same FY2019 level
- A minimum increase for supplies, ads and material costs that support the County’s three farmers markets
- Also, under the Business Development Division, several online website and software items : *Asana*, an online project management tool software to help manage the different projects of varying size and importance; “*Take Flight*” digital and print advertising for business and talent attraction; Website *YesSTMarysMD.com* maintenance & management and upgraded high-quality videography

# DEPARTMENT OF ECONOMIC DEVELOPMENT

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Non-Profit Funding continues to be included in County Department's based on content area. The following was approved for Non-Profits having categories that fall within the Department of Economic Development:

<b>Agency</b>	<b>Category</b>	<b>Amount</b>
CSM Foundation	Post/Secondary/Primary Education	\$25,000
growingSTEMS	Post/Secondary/Primary Education	\$1,500
Lexington Park Rotary Club	Economic Development	\$5,570
Promise Resource Center	Post/Secondary/Primary Education	\$8,175
Rotary Club of Lexington Park	Economic Development	\$2,000
So MD Navy Alliance	Economic Development	\$33,580
St. Mary's County Literacy Coun.	Economic Development	\$10,000
Watermens Association of SMC	Conservation of Natural Resources	<u>\$12,500</u>
	<b>Total</b>	<b>\$98,505</b>

## STAFFING

<b>Economic Development</b>	<b>FY2019 Adjusted</b>	<b>FY2020 Request</b>	<b>FY2020 Approved</b>
Administration/Office of the Director	3	3	3
Agriculture & Seafood Development	3	3	3
Business Development	<u>2</u>	<u>2</u>	<u>3</u>
<b>Total Department</b>	<b>8</b>	<b>8</b>	<b>9</b>

# DEPARTMENT OF ECONOMIC DEVELOPMENT

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## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
<b><u>Agriculture &amp; Seafood</u></b>			
Maryland Agriculture Land Preservation Foundation (MALPF) – (Acres). Acreage preserved to date = 12,359	430	159	927
Rural Legacy-preserve land in the Huntersville & Mattapany Rural Legacy Areas using State, County & Navy funding-(Acres). Acreage preserved to date = 5,736	166	1,382	1,153
St. Mary’s County Agriculture Land Preservation Five-Year Tax Credit Agreement (Acres)	15,785	14,560	12,470
Farmers' Markets -Vendor participation ≥50 / \$ sales	\$1,485,000	\$1,500,000	\$1,600,000
<b><u>Business Development</u></b>			
Promote diversity in Economic Development with focus on increasing tax base. Business prospects pursued.	20	18	25
Garner support and partner with other agencies to leverage county resources in the quest for sustainable economic development. Number of organizations.	15	23	25
Respond to requests regarding local economy, demographics, markets, business, rules and regulations	100	200	200
Technology Resource Book Hardcover Distribution / Number of Online Edition Visits	3000/700	3,098/5,331	4,000/6000
Plan/attend events in support of business development (i.e. innovation, entrepreneurship, small business, SMIT, Tech-Port, TPP, Navy Alliance, Pax etc.)	12	15	20
Bring the St. Mary's County story to trade shows, conferences and regional forums. (MEDA, SMEDA, Tri-County Council, Industry Days, APA, IEDC, etc.)	12	12	15
Assist small business owners with start-ups/expansions. (Business tours, retention visits, site selection, chamber ribbon cuttings)	150	150	150

# DEPARTMENT OF FINANCE

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## DESCRIPTION

The mission of the Department of Finance is to provide a full range of financial, budget, accounting, procurement and other related services and support to all departments and units of County Government as well as a number of affiliated programs and entities. The Department is comprised of three divisions: Administration/Budget, Accounting, and Procurement.

The Administration/Budget Division is responsible for overall management of the Finance Department and serves as fiscal policy advisor to the Commissioners of St. Mary's County and the County Administrator. Responsibilities of this division, includes: budget formulation and management, cash flow, and debt management to include monitoring debt capacity for both the current and planned capital programs for conformance with debt affordability parameters set by the Commissioners of St. Mary's County, bond sales, and other special fiscal services, such as grants or capital projects monitoring, and the administration of the County's Other Post-Employment Benefits (OPEB) and Length Of Service Awards Program (LOSAP) trusts. This division reviews all County Commissioner agenda items involving financial commitment and is also responsible for the financial aspects of a variety of agreements to which the County is a party.

The Accounting Division provides centralized accounting services for the County and is responsible for paying bills, receiving revenues, cash management, audit activities, payroll, fixed assets accounting, and reporting and other accounting functions. Responsibilities include: maintenance of general accounting and payroll/leave systems, revenue and disbursement systems, investment of County funds, annual financial audit activities and other external financial reporting. In addition, this division is responsible for processing refunds for the County's Energy Tax Program and processing invoices and collections for the Mosquito Control Program.

The Procurement Office provides centralized procurement of materials, supplies, services and construction contracting for all St. Mary's County Government. Responsibilities include: processing numerous small purchases during the year as well as working with departments to develop appropriate specifications and preparation and release of solicitations, and the evaluation and negotiation of bids and contracts. In addition, the County participates in collaborative procurements with both Calvert and Charles counties as well as the St. Mary's County Board of Education, the St. Mary's County Library, and the St. Mary's County Metropolitan Commission.

# DEPARTMENT OF FINANCE

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## DESCRIPTION (continued)

The Department is the custodian of all fiscal records and manages the security of the related financial systems used. This Department plays a strategic role in the development of new initiatives county wide.

## OPERATING BUDGET

<b>Finance</b>	<b>FY2018 Actual</b>	<b>FY2019 Approved</b>	<b>FY2020 Request</b>	<b>FY2020 Approved</b>
Administration/Budget	\$674,833	\$708,002	\$710,002	\$718,949
Accounting	590,849	608,607	671,401	749,464
Auditing	46,280	50,980	60,980	50,000
Procurement	<u>300,631</u>	<u>315,439</u>	<u>315,439</u>	<u>359,413</u>
<b>Total Department</b>	<b>\$1,612,593</b>	<b>\$1,683,028</b>	<b>\$1,757,822</b>	<b>\$1,877,826</b>

## HIGHLIGHTS

The budget for the Department of Finance is \$1,877,826, an increase of \$194,798 or 11.6%. This includes employee compensation changes discussed in the highlights and a new Fiscal Specialist III full-time position.

## STAFFING

<b>Finance</b>	<b>FY2019 Adjusted</b>	<b>FY2020 Request</b>	<b>FY2020 Approved</b>
Administration/Budget	6	6	6
Accounting	7	8	8
Procurement	<u>4</u>	<u>4</u>	<u>4</u>
<b>Total Department</b>	<b>17</b>	<b>18</b>	<b>18</b>

# DEPARTMENT OF FINANCE

## PERFORMANCE MEASURES

<b>Indicators</b>	<b>Actual FY2018</b>	<b>Estimated FY2019</b>	<b>Projected FY2020</b>
Capital Projects Monitored - \$Millions	\$140M	\$153M	\$175M
Bonds and exempt financing – new issuance	\$33M	\$30M	\$35M
Accounts Receivable	\$750k	\$613k	\$700k
Fire & Rescue Loans Monitored	12	15	15
Personnel Actions Reviewed-Budget	196	239	215
Payroll / LOSAP Checks & Advices Processed	3,723	3,671	3,700
Vendor Checks/VCard & ACH (Payments)	7,515	7,696	7,700
Budget Amendments Processed, including CSMC Actions	553	553	550
Percent Change to General Fund Budget	4.5%	4.7%	5.0%
Grants/Agreements/Actions Reviewed	219	251	250
Requisitions/FPO's Reviewed & Approved	7,713	7,989	8,000
Purchase Orders Issued	4,101	4,385	4,400
Journal Entries Processed	1,033	1,222	1,200
E-Maryland Market Place Postings - Solicitations	22	25	25
Energy Tax Refund Checks	1,522	1,475	1,500

# DEPARTMENT OF INFORMATION TECHNOLOGY

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## DESCRIPTION

The Information Technology Department has the overall responsibility for managing the County's technology and telecommunication resources, including computer hardware, software, and telephones. Services of the Technology Department include technical support, systems support, equipment maintenance, technology training, technical planning, telephone support, telecommunications, infrastructure, and computer access control and security.

## OPERATING BUDGET

Information Technology	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
Technology	\$3,145,219	\$3,742,751	\$3,942,621	\$3,797,097
<b>Total Department</b>	<b>\$3,145,219</b>	<b>\$3,742,751</b>	<b>\$3,942,621</b>	<b>\$3,797,097</b>

## HIGHLIGHTS

The budget for the Department of Information Technology is \$3,797,097, a decrease of \$54,346 or 1.4%. A concentration on Phase II of the Sheriff's Office Mobile Data Browser Upgrades and maintenance of operations will be performed this year. The budget also incorporates the county employee compensation changes mentioned in the budget highlights.

## STAFFING

Information Technology	FY2019 Adjusted	FY2020 Request	FY2020 Approved
<b>Total Department</b>	<b>20</b>	<b>20</b>	<b>20</b>

## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
Information Technology Help Desk Requests	7,090	7,700	7,000

# DEPARTMENT OF HUMAN RESOURCES

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## DESCRIPTION

The Department of Human Resources is responsible for all personnel and benefits administration for the County workforce and for maintaining compliance with applicable employment regulations. The department functions include employee relations, position classification, job advertising, applicant interviewing, testing, personnel actions, maintenance of personnel records, maintenance and implementation of the Personnel Manual, administration for the State Retirement and Pension System, and Plan Administration for the Sheriff's Office Retirement Plan, employee health and life insurance programs, employee deferred compensation programs, unemployment compensation, as well as the Employee Assistance Program, Savings Bond Program, a Length of Service Awards Program for local Volunteer Fire and Rescue Companies and employee wellness and recognition programs.

The department handles Risk Management, including the County's general liability and property insurance costs and self-insured workers compensation, and is responsible for claims and risk management through activities and programs designed to reduce risk and improve the loss experience. Administration of the American with Disabilities Act for citizens and employees is also a responsibility of the Human Resources Department with work that includes ensuring ADA regulatory compliance and coordinating employee training and education.

The Fire/EMS Volunteer Coordinator is part of the HR team with responsibilities to increase awareness of Volunteer opportunities, to partner in administering the High School Cadet recruiting program, to administer the Dependent Care Reimbursement program and to assist with department volunteer recognition and retention efforts.



# DEPARTMENT OF HUMAN RESOURCES

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## OPERATING BUDGET

<b>Human Resources</b>	<b>FY2018 Actual</b>	<b>FY2019 Approved</b>	<b>FY2020 Request</b>	<b>FY2020 Recommended</b>
Human Resources	\$880,509	\$975,158	\$1,046,599	\$967,980
Risk Management	621,105	812,944	812,855	769,327
Commission for People w/Disabilities	2,275	2,300	2,300	2,300
Grants	<u>11,740</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Department – General Fund</b>	<b>\$1,515,629</b>	<b>\$1,790,402</b>	<b>1,861,754</b>	<b>\$1,739,607</b>
<b>Emergency Services Support Fund - Recruiting</b>	<b>\$101,272</b>	<b>\$184,817</b>	<b>\$166,317</b>	<b>\$172,419</b>

## HIGHLIGHTS

The general fund budget for the Department of Human Resources is \$1,739,607, an decrease of \$50,795 or -2.8%. The budget incorporates the county employee compensation changes mentioned in the budget highlights and a new Wellness and Safety Officer regular part-time position. Included in the budget is the continuance of funding for retention “Rookie of the Year” awards to each Fire and EMS departments at each department installment

## STAFFING

<b>Human Resources</b>	<b>FY2019 Adjusted</b>	<b>FY2020 Request</b>	<b>FY2020 Recommended</b>
Human Resources	7	7.75	7.75
Risk Management	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Department – General Fund</b>	<b>8</b>	<b>8.75</b>	<b>8.75</b>
<b>Emergency Services Support Fund - Recruitment</b>	<b>1</b>	<b>1</b>	<b>1</b>

# DEPARTMENT OF HUMAN RESOURCES

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## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
<b><u>Human Resources</u></b>			
Employment Applications	1,322	1,757	1,740
New Hires (includes PT, Temp, Sub, and Seasonal)	318	421	370
Retirees/Separations/Other	484	327	406
Employee Evaluations Processed/Tracked	618	677	648
<b><u>Risk Management</u></b>			
Risk Claims	226	248	250
Workers' Compensation Claims	112	111	120
Employee Safety Trainings Coordinated/Conducted	30	32	40
Safety/Loss Control Meetings Coordinated/Conducted	17	19	25
<b><u>ADA and FMLA Compliance</u></b>			
ADA Inspections/Buildings	8	10	25
Presentations	3	6	8
Inquiries	6	8	10
FMLA Inquiries	*	45	50
FMLA Requests Processed	*	40	45
FMLA Intermittent	*	15	17
<b><u>Employee Benefits</u></b>			
Health Care Participants (County Active & Retired)	782	789	800
State Retirement Retirees (County)	216	230	245
Sheriff's Office Retirees	104	109	115
Benefit Educational Events	20	23	25
Employee Wellness Events	27	32	35
<b><u>Fire/EMS Volunteer Recruiting</u></b>			
New Recruits	23	25	27
Recruiting Events	19	20	20

\* Not previously tracked

# DEPARTMENT OF LAND USE & GROWTH MANAGEMENT

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## DESCRIPTION

The Department of Land Use and Growth Management is responsible for land use planning; zoning; site development review (with other County departments and outside agencies); permits; review of proposals within the Chesapeake Bay Critical Area, floodplain, and environmentally sensitive areas overall; zoning and environmental inspections; issuing certificates of use and occupancy; and responding to resident inquiries about potential violations of the zoning and subdivision ordinances, maintenance ordinance for potential blight, and livability code. Staff support is provided to the Commissioners of St. Mary's County, Planning Commission, Board of Appeals, Board of Electrical Examiners, Historic Preservation Commission, Commission on the Environment, Technical Evaluation Committee, and the Calvert-St. Mary's Metropolitan Planning Organization for regional transportation planning, among others. Land Use and Growth Management reviews proposals for new development, including subdivisions, to ensure they are consistent with the Comprehensive Plan and comply with the zoning and subdivision ordinances. Staff prepares reports for the Planning Commission on major development projects and major subdivisions that must be reviewed by the Planning Commission at a public hearing. Staff of the Inspections Division leads the fieldwork responsibilities of the damage assessment team following destructive storms. Department staff also process variance and conditional use cases that are decided upon by the Board of Appeals. The Permits Division processes an average of 2,200 permit applications annually. There are more than 40 different types of permit applications that are sent to seven reviewing agencies (Land Use and Growth Management, Public Works and Transportation, State Highways, Recreation and Parks, Environmental Health, Soil Conservation, and MetCom). Permit fees are routed to 83 separate accounts. Nearly 5 million dollars in fees are collected annually. Departmental staff is committed to customer service as we fulfill our responsibilities to promote quality development and protect the environmental and historic resources of St. Mary's County.

# DEPARTMENT OF LAND USE & GROWTH MANAGEMENT

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## OPERATING BUDGET

Land Use & Growth Management	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
Administration	\$568,541	\$791,042	791,042	873,654
Comprehensive Planning	335,120	373,441	373,441	389,784
Development Services	332,372	389,222	389,222	406,431
Zoning Administration	325,339	345,701	345,101	299,743
Planning Commission	24,454	26,765	26,765	26,826
Boards and Commissions	17,664	20,037	20,037	20,080
Historical Preservation	1,851	3,580	3,580	3,580
Permit Services	345,255	372,209	372,209	361,403
Inspections & Compliance	540,691	614,666	533,666	459,563
Board of Electrical Examiners	14,251	14,300	14,300	14,300
Building Code Appeals Board	0	2,900	2,900	2,900
Commission on the Environment	25	2,825	2,825	2,825
Plumbing Fuel & Gas Board	0	1,850	1,850	1,850
Grants	1,524	2,000	2,000	2,000
<b>Total Department – General Fund</b>	<b>\$2,507,087</b>	<b>\$2,960,538</b>	<b>\$2,878,938</b>	<b>\$2,864,939</b>
Miscellaneous Revolving Fund	\$829	\$4,000	\$1,200	\$1,200

## HIGHLIGHTS

The general fund budget for the Land Use and Growth Management Department is \$2,864,939, a decrease of \$95,599 or -3.2%. The budget incorporates the county employee compensation changes mentioned in the budget highlights including reducing one Planner IV Supervisor position and adding one new Planner V Supervisor position in the Development Services division.

# DEPARTMENT OF LAND USE & GROWTH MANAGEMENT

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## STAFFING

Land Use & Growth Management	FY2019 Adjusted	FY2020 Request	FY2020 Approved
Administration	7	7	7
Comprehensive Planning	4	4	4
Development Services	5	5	5
Zoning Administration	4	4	4
Permit Services	5	5	5
Inspections & Compliance	6	6	6
<b>Total Department – General Fund</b>	<b>31</b>	<b>31</b>	<b>31</b>
Boards of Appeals	6	6	6
Planning Commission	8	8	8

## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
<b><u>Administration</u></b>			
Planning Commission Regular Meetings	18	18	18
Board of Appeals Regular Meetings	12	12	12
Contractors / Agencies Meetings	343	330	335
Elms Committee Meetings	1	1	1
Focus Group Meeting	9	12	10
Purchase Orders / Field Purchase Orders	152	155	153
Front Counter Inquiries	14,568	14,570	14,574
Front Counter Telephone Calls	11,652	11,700	11,682
New Entrance Permits Bonds / Reimbursement	613	575	582
New Over Lot Grading Permits Bonds / Reimbursement	48	50	49
<b><u>Comprehensive Planning</u></b>			
Comprehensive Plan review / update / mapping including Lexington Park Dev. District.	1	1	0
Participation at Planning Commission & Commissioners of St. Mary's County meetings	53	59	56
Attendance at the Regional American Planning Association Conference	1	0	1
MACO Planners affiliate monthly meetings.	4	12	12

# DEPARTMENT OF LAND USE & GROWTH MANAGEMENT

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## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
<b><u>Historic Preservation</u></b>			
Monthly meetings of Historic Preservation Commission	12	12	12
Participation in Commission training	5	5	5
Demolition Review	6	10	10
Attendance at State or National Conference	1	1	1
Response to customer service requests (HPC)	200	152	150
<b><u>Water and Sewerage</u></b>			
Process amendments	3	6	6
Triennial report and review per COMAR	0	0	1
Update allocation tables for the wastewater treatment plants and community water systems (monthly report)	2	1	1
<b><u>Schools</u></b>			
Annual report on capacity and July update	1	1	1
Adequate Public Facilities for TEC	12	12	12
Contribute to preparation-school facilities in master plan	1	1	1
<b><u>Development Services</u></b>			
Zoning & Subdivision Ordinance Amendments	1	0	1
CWSP Amendments	1	6	6
Map Amendments	1	0	2
Major / Minor Subdivision Reviews	26	32	30
Planning Commission Public Hearings	18	19	18
<b><u>Plat Review</u></b>			
Boundary Line Adjustment Plat	52	56	55
Minor Site Plan	16	30	24
TDR Reviews	14	4	6
Concept Site Plan Reviews	20	30	25
Re-Reviews	69	156	140

# DEPARTMENT OF LAND USE & GROWTH MANAGEMENT

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## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
<b><u>Forest Conservation Review</u></b>			
Forest Stand Delineations	14	28	24
Forest Conservation Plan	12	26	20
<b><u>Board of Appeals</u></b>			
Regular Meetings	12	12	12
<b><u>Permits</u></b> Reviewed (All types)	2,620	2,436	2,551
<b><u>Inspections</u></b>			
Minimum Livability Cases	12	11	10
Critical Area Planting Agreement Inspections	75	69	68
Stormwater Management Residential	667	471	628
Certificates of Use & Occupancy	432	488	543
Zoning Inspection Inquires Received / Resolved	193/182	208/156	223/208
Zoning Inspections	1,835	1,567	1,300
Critical Area Inspections Performed	15	9	16
<b><u>Permits</u></b> Reviewed (All types)	2,840	3,518	4,000
<b><u>Board of Electrical Examiners</u></b>			
Regular Meetings	11	10	11
MUELEC Meeting (two members attending meeting)	3	1	1
Electrical Exams - (Homeowners)	2	2	2
Electrical Licenses Renewed - (Every 2 years)	0	289	0
Electrical Board will adopt the latest edition of the National Electrical Code (NEC) – (Every 3 years)	0	0	1
Administer Master’s Exam	2	2	2
<b><u>Building Code Board of Appeals</u></b>			
Meetings	0	0	1
<b><u>Zoning Administration</u></b>			
Home Occupations	60	60	60
Zoning Determinations	2	2	2
<b><u>Zoning Administration Board of Appeals</u></b>			
Critical Area Variances	18	6	10
Other Zoning Variances / Appeals	21	2	10
Administrative Variances	1	0	1

# DEPARTMENT OF LAND USE & GROWTH MANAGEMENT

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## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
<b><u>Shoreline Protection Measures</u></b>			
Piers, bulkheads, revetments and living shoreline	136	180	200
<b><u>Environmental Permits</u></b>			
Critical Area	79	94	100
Environmental - *A separate permit is not issued for work in a floodplain. Floodplain reviews typically fall under a Critical Area building permit application.	80	80	80
<b><u>Meetings</u></b>			
Zoning & Critical Area Meetings	346	374	375
Monthly Regular Meetings	12	12	12
<b><u>Commission on the Environment</u></b>			
Regular Meetings	12	12	12
Public Outreach Events	2	2	2
<b><u>Plumbing &amp; Fuel Gas Board</u></b>			
Meetings	6	4	4
<b><u>Metropolitan Planning Organization</u></b>			
Regular Meetings	7	4	4
Conferences	2	0	1
<b><u>Critical Area Grant</u></b>			
Critical Area Permits Processed	445	493	500
Critical Area Subdivisions and Site Plans Processed (average 3 hours each)	5	4	4
Critical Area Subdivision Planning Commission Hearings	1	0	1
Floodplain Approvals Processed	244	199	200
Flood Elevation Certificates Approved	18	16	15
Phone Consultations	600	600	600
Site Visits	31	12	12
In-Office Consultations	369	250	250
State Agency Consultations	296	250	250
CBCAC / Planners Quarterly Meetings Other Meetings with CBCAC	5	4	4



# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

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## DESCRIPTION

The Department of Public Works & Transportation's (DPW&T's) mission is to serve the community of St. Mary's County by assuring its transportation, Facilities Management, Development Review, and Municipal Stormwater (MS4) as well as Solid Waste and Recycling permits and programs are properly planned, implemented and maintained. The department is responsible for County Highways, Stormwater Management, Marine and Shoreline Protection, County-Owned Vehicles Maintenance, Development and Plan Review, Engineering Services and Capital Projects, STS Transit and Non-Public School Bus Transportation, Airport Operations, Constructions and Inspections, Solid Waste Disposal, Recycling Services, and Building Services.

Specific responsibilities for this department include performing highway maintenance activities on all County roads: snow and ice control, roadside debris removal, litter control, animal carcass disposal, street lighting, incident management, eviction assistance, grass cutting, tree trimming, pavement patching, drainage resolution, severe weather response, culvert replacement, bridge repair, shoulder maintenance, safety improvements, traffic/street name signage and pavement management; Transportation planning and design: roadway and bridge, shore erosion and dredging projects, marine / shoreline protection, GIS/ GPS mapping, land acquisition, facility/building capital construction, special taxing districts, post-construction audits, materials testing, utility coordination, quality control, guardrail replacement, maintenance paving, pavement markings, line-striping, contractor management, inspections, construction of new subdivision roads, site development, and administering capital projects. The Transportation Division includes the transit operations and bus driver training for the STS transit system, Job Access, ADA Transportation, and contracted non-public school transportation. The fleet management part consists of vehicle maintenance-acquisition for all county owned vehicles and replacement of all tagged vehicles and heavy construction equipment, titling and tags. In addition, that Division maintains the county vehicle fuel operations with two locations, monitoring fuel deliveries and submitting required state reports and taxes. This division also operates a central mailroom and delivery program for all of county government.

Other responsibilities include airport management and master planning for St. Mary's County Regional Airport, commuter air service development, airport compliance, security and safety, tie-down and lease management, business development and airspace protection. Services provided at the Airport include: hangar leasing, tie-down rental, flight school instructions, unmanned aircraft research and development, charter services, maintenance/repair services,

# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

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## DESCRIPTION (continued)

Maryland State Police Medevac/MedStar operations; and assuring that private and public sector projects are completed in accordance with project design and specifications.

The small Municipal separates Solid Waste and Recycling programs include: providing post closure environmental monitoring, sampling, testing, record keeping, and remediation for two (2) closed sanitary landfills as outlined in state and federal regulations; sustaining the efficient operation of the St. Andrews Landfill (six days/week) and the six (6) residential convenience centers (seven days/week) located throughout the County; and administrating recycling programs. Facilities management services include maintaining all County-owned and/or leased facilities while providing energy management, janitorial services, preventive maintenance, carpentry, electrical, plumbing, and painting repairs, and paying utility costs for all buildings maintained by or reimbursed to the County.

Miscellaneous responsibilities include: Provide assistance to the County's Planning Commission and Board of Appeals by providing technical assistance on a variety of issues; Review and approve designs and construction plans to assure compliance with the adopted Road Ordinance, Storm Water Management, Grading, Erosion & Sediment Control Ordinance and adequate public facilities requirements. Issue and enforce public works agreements and grading permits for new development projects.

## OPERATING BUDGET

<b>Public Works &amp; Transportation</b>	<b>FY2018 Actual</b>	<b>FY2019 Approved</b>	<b>FY2020 Request</b>	<b>FY2020 Approved</b>
Administration	\$416,401	\$425,551	\$428,741	\$378,305
Engineering Services	846,387	1,104,281	1,089,456	925,168
Development Review	163,203	175,035	359,677	328,079
Construction & Inspections	886,546	783,786	928,397	761,047
County Highways	5,667,376	4,564,678	5,070,546	5,175,196
MS4 Program	0	0	0	367,029
Mailroom	104,752	110,718	115,218	122,925
Vehicle Maintenance Shop	1,488,780	1,623,444	1,677,684	1,637,106
Non-Public School Bus Transportation	2,082,102	2,344,983	2,576,381	2,361,495

# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

## OPERATING BUDGET (continued)

<b>Public Works &amp; Transportation</b>	<b>FY2018 Actual</b>	<b>FY2019 Approved</b>	<b>FY2020 Request</b>	<b>FY2020 Approved</b>
St. Mary's County Airport	21,623	126,544	148,019	148,212
St. Mary's Transit System (Grants)	3,251,029	3,168,530	3,377,091	3,377,122
Building Services	3,581,738	4,025,588	4,050,799	3,989,380
Building Services (Grants)	<u>3,132</u>	<u>150,000</u>	<u>170,550</u>	<u>0</u>
<b>Total Department – General Fund</b>	<b>\$18,513,069</b>	<b>\$18,603,138</b>	<b>19,992,559</b>	<b>19,571,064</b>
<b>Solid Waste &amp; Recycling Fund</b>	<b>\$4,056,335</b>	<b>\$4,694,832</b>	<b>\$5,027,687</b>	<b>\$5,258,705</b>
<b>Miscellaneous Revolving Fund</b>	<b>\$9,080</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>

## HIGHLIGHTS

The general fund budget for the Department of Public Works & Transportation is \$19,571,064, an increase of \$967,926 or 5.2%. The budgeted amount incorporates the county employee compensation changes mentioned in the budget highlights and includes the following ten (10) new full-time positions: (6) Janitor II positions; and (4) Equipment Operator II positions. This budget maintains contracted services for non-public school bus transportation. The County's share of the St. Mary's Transit System increased to a total county share of \$1,345,492. Route enhancements and increased frequency were added in Lexington Park and Great Mills Sunday STS routes. In addition, the Department of Public Works & Transportation will be replacing aging trucks, buses and equipment including three dump trucks, a crane truck and pickup truck for the airport facility.

## STAFFING

<b>Public Works &amp; Transportation</b>	<b>FY2019 Adjusted</b>	<b>FY2020 Request</b>	<b>FY2020 Approved</b>
Administration	3	3	3
Engineering Services	7	7	7
Development Review	3	3	3
Construction & Inspections	5	5	5
County Highways	41	45	45
Mailroom	2	2	2
MS4	3	3	3

# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

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## STAFFING (continued)

Public Works & Transportation	FY2019 Adjusted	FY2020 Request	FY2020 Approved
Vehicle Maintenance Shop	12	12	12
Non-Public School Bus Transportation	1	1	1
St. Mary's County Airport	1	1	1
St. Mary's Transit System (Grant)	21	22	21
Building Services/Courthouse Custodian	<u>23</u>	<u>28</u>	<u>29</u>
<b>Total Department – General Fund</b>	<b>122</b>	<b>132</b>	<b>132</b>
<b>Solid Waste &amp; Recycling Funds</b>	<b>14</b>	<b>14</b>	<b>14</b>

## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
<b><u>Administration</u></b>			
Budget Spent on Staff Development/ Seminars	<1%	<1%	<1%
Workman Comp Claims / # per 100 FTE's (MD Range: 6.5-8.1)	13/.07	13/.07	13/.07
<b><u>Engineering Services</u></b>			
Capital Projects under Design / Construction	27/18	27/27	27/27
<b><u>Development &amp; Plan Review</u></b>			
Subdivision Plans Reviewed	327	380	400
Average Duration of Subdivision Review (# of days)	23	20	20
Record Plat Submissions Reviewed	11	12	14
Average Plat Review Time- Target: < 15 days	9	9	9
New Grading Permits Approved	21	18	20
New Public Works Agreements Approved	4	4	4
<b><u>Construction &amp; Inspections</u></b>			
Inspections (capital, subdivision & grading permits)	2,407	2,542	2,600
Active Construction Permit Bonding	12,000,000	8,480,654	9,000,000
Active Grading Permit Bonding	12,700,000	10,612,261	11,000,000
Inspections per Inspector per Day @ 260 days per year	2.13	2.25	2.31
Asphalt Overlay & Slurry/Modified Seal Program(mi)	19.15 /29.0	14.67/30.56	20.0/35.0

# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
<b><u>County Highways</u></b>			
Highway Maintenance Mileage (centerline miles)	647	650	655
County Maintained Roads	1,648	1,655	1,660
Maintenance Requests Received	1,033	1,400	1,600
Utility Permits Issued	25	33	30
Metal/Plastic Pipes Replaced (feet)	5,240	5,500	5,750
<b><u>Solid Waste &amp; Recycling</u></b>			
Total County MRA Waste Generated (tons)	85,900	86,200	87,000
Total Rubble from Landfill (tons) Exported	6,590	6,890	7,280
Total MSW from Convenience Stations (tons)	20,700	21,100	25,500
# Customers Served at St. Andrews Landfill	32,650	32,900	33,700
# Customers Served at Convenience Centers	838,750	842,000	850,000
County MRA Recycling Rate including Source Reduction (%)	22%	28%	28%
<b><u>Mailroom</u></b>			
Pieces of Mail Processed	128,812	138,023	146,000
<b><u>MS4</u></b>			
Maintenance Inspections – Contract Management	0	250	250
SWM- related Landscape Mgmt- Contract Mgmt	0	24	24
MDE Annual Report	0	1	1
<b><u>Vehicle Maintenance</u></b>			
Ratio: # of Sheriff Vehicles / Total # County Fleet (%)	50%	48%	49%
# Un-tagged Vehicles and Equipment in Fleet	115	126	126
# Tagged Vehicles and Equipment in Fleet	474	468	470
Total Maintenance monies spent / Replacement Value of Fleet (%)	6%	6%	6%
Job Orders for Law Enforcement/Total # Job Orders %	35%	35%	35%
Type "A-C" Preventive Scheduled Maintenance (PM)	1,100	1,088	1,090
Type "D" Corrective Unscheduled Maintenance (CM)	3,400	2,897	3,900

# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
<b><u>Non-Public-School Bus Transportation</u></b>			
Buses Under Contract	44	49	50
Total Riders including transfers / # Out of County	1,201 / 12	1,236 / 14	1,250 / 13
Average Riders per Bus	33	34	35
Annual Bus Route Mileage	683,100	628,560	632,000
Cost per Mile Goal is < \$3.00 (State avg is \$4.39 / mile)	\$3.26	\$3.73	\$3.74
<b><u>St. Mary's Transit System</u></b>			
Total STS System Ridership (#)	366,134	360,000	360,000
Annual Route Mileage (All Routes & Services)	1,175,651	1,175,651	1,200,000
Oper. Cost per Hour (Public) Range: < \$65 - \$85 / hr.	\$60.83	\$63.80	\$65.00
Oper. Cost per Mile (Public) Range: < \$4 - \$6 / mi	\$2.21	\$2.31	\$2.37
Oper. Cost per Passenger Trip (ADA/SSTAP) Range: \$20-\$40/trip	\$16.21	\$21.72	\$22.37
Passenger Trips per Hour (ADA / SSTAP)	\$14.22	\$16.46	\$17.11
<b><u>Airport Operations</u> (*Note: CY data vs. FY)</b>			
FAA Fixed Base Aircraft Inventory	180*	187*	193*
# Transient Visitors (Estimates)	402*	383*	425*
Rotary Wing Helicopter Operations (MSP & MedStar)	1,462*	1,289*	1,350*
Private T-Hangar & Tie-Down Capacity	196*	196*	231*
Aircraft Landings / Takeoffs (State MAA Operational Estimates)	29,926*	33,558*	37,000*
Jet A & 100 Low-Lead Fuel Purchased (gal.)	275,000	260,000	275,000

# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

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## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
<b><u>Building Services</u></b>			
Total Square Footage of Buildings Maintained (GSF)	841,445	841,445	841,445
FTE's Needed to Inspect Facilities / Day @ 50,000 safe / hour	2.2	2.2	2.2
Total # of Staff Needed per APPA: 1 per 45,000 safe maintained	18.7	19	19.3
Buildings Maintained / Buildings with Janitorial Services	23	23	23
Complete Replacement Value (CRV) in dollars (\$)	136,257,720	138,982,874	141,762,531
Total Budget (non-capital) Expenses per safe (Standard: \$5-\$6.15)	\$5.12	\$5.38	\$5.65
Public Utility Expenses per safe (Range: \$1.51 - \$2.22 / safe)	\$1.44	\$1.51	\$1.59
Custodial Services: "Occupied" Square Footage Cleaned	296,745	296,745	296,745
Custodial Costs & Supplies / Occupied S.F. (Standard: > \$3.25)	\$1.50	\$1.55	\$1.65
# Work Order Requests for Maintenance and Service	11,993	12,150	12,300
Average # Work Orders per Mechanic per Year (14)	857	868	879
Average # Work Orders per Mechanic per Day (260 days)	3.29	3.34	3.39
# Mechanics Needed per M.S.F. (max. 20 / mos.)	17	17	17
<b><u>Purchasing – Fuel Service</u></b>			
Permanent / Mobile or Temp Fueling Facilities	2	2	2
Gallons of Gasoline / Gallons of Diesel - Pumped	389,413/204,263	439,501/189,565	445,000/195,000
Average Cost of Fuel Gas / Diesel - per Gallon	\$2.16/ \$1.96	\$2.22/ \$2.15	\$2.19/ \$2.06

# DEPARTMENT OF RECREATION & PARKS

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## DESCRIPTION

The Department of Recreation and Parks is responsible for providing County citizens with a comprehensive program of leisure opportunities through services, activities, events, facilities and outdoor spaces. The Department also develops and maintains a park system, operates a golf course, manages two museums, and offers programs and services that address social issues and community problems. The Department is organized into the following divisions: Administration, Non-Profits - Recreation & Parks, Parks Maintenance & Operations, Museums, Recreation, and Golf Course.

The Administration Division provides general direction and guidance to the Recreation and Parks Department and serves as the staff liaison to three advisory boards. The Non-Profits-Recreation & Parks Divisional Categories are Historical, Cultural, and Community Events.

The Parks Division provides the grounds, turf and facility maintenance at parks, numerous school ball fields, public landings, libraries and county buildings and manages park scheduling and use operations.

The function of the Museum Division is to administer and operate the St. Clement's Island Museum, the Little Red Schoolhouse, the Piney Point Lighthouse Museum and Park and historic boat collection, and the Drayden African American Schoolhouse. The Museum Division is accredited through the American Alliance of Museums (AAM).

The Recreation Division is responsible for planning, implementing, supervising, and evaluating a broad range of recreational programs, services, and activities for county residents, utilizing both county facilities and public schools. Responsibilities currently include the supervision and management of the Gymnastics Center; the Leonard Hall, Margaret Brent, Hollywood and Carver Recreation Centers; Chancellor's Run Activity Center; a skate park; a water spray ground; and the Great Mills Swimming Pool. Recreational programs are self-supporting through the Recreation and Parks Enterprise Fund.

The Wicomico Shores Golf Course is a 145-acre recreational facility providing golfing, food service and banquet facilities. The golf and restaurant operations are self-supporting through the Wicomico Shores Golf Enterprise Fund.



# DEPARTMENT OF RECREATION & PARKS

## OPERATING BUDGET

Recreation & Parks	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
Administration	\$1,133,028	\$1,202,087	\$1,202,087	\$1,236,103
Parks Maintenance	2,088,163	2,156,478	2,362,235	2,405,232
Non-Profits – Recreation & Parks	94,580	115,842	115,842	135,200
Grants	27,738	25,000	25,000	25,000
Museum	<u>483,458</u>	<u>561,720</u>	<u>570,720</u>	<u>606,725</u>
<b>Total Department – General Fund</b>	<b>\$3,826,967</b>	<b>\$4,061,127</b>	<b>\$4,275,884</b>	<b>\$4,408,260</b>
<b>Recreation Activity – Enterprise Fund</b>	<b>\$2,478,424</b>	<b>\$4,006,391</b>	<b>\$3,916,880</b>	<b>\$4,008,046</b>
<b>Wicomico Shores Golf</b>	<b>\$1,275,139</b>	<b>\$1,423,807</b>	<b>\$1,375,831</b>	<b>\$1,528,269</b>

## HIGHLIGHTS

The general fund budget for the Department of Recreation & Parks is \$4,408,260, an increase of \$347,133 or 8.5%. This budget includes the county employee compensation changes mentioned in the budget highlights. The FY2020 budget includes increases to several program fees. These fees have remained fixed for six years while operating costs continue to increase. Non-Profit Funding continues to be reflected in County Department's based on content area. The following was approved for Non-Profits having categories that fall within the Department of Recreation & Parks:

Agency	Category	Amount
7 <sup>th</sup> District Optimist Club	Community Event	\$12,000
Historic Sotterley, Inc.	Historical & Heritage	\$63,580
Historic St. Mary's City Foundation	Historical & Heritage	\$30,000
	Comm Event/Cultural	
SMC River Concert Series	Activities	\$5,000
St. Mary's County Arts Council	Community Event	\$5,000
St. Mary's Historical Society	Historical & Heritage	\$10,000
Summerseat Farm, Inc.	Community Event	\$5,620
Unified Comm for Afro-American Contribution	Community Event	\$4,000
	<b>Total</b>	<b>\$135,200</b>

# DEPARTMENT OF RECREATION & PARKS

## STAFFING

Recreation & Parks	FY2019 Adjusted	FY2020 Request	FY2020 Recommended
Administration	13	13	13
Parks Maintenance	16	16	16
Museum	5	5	5
<b>Total Department – General Fund</b>	<b>34</b>	<b>34</b>	<b>34</b>
<b>Wicomico Shores Golf</b>	<b>6</b>	<b>6</b>	<b>6</b>

## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
<b><u>Parks and Facility Maintenance</u></b>			
Parks, public landings, county facilities (grounds) and school sites (ball fields) maintained	119	119	119
Parks, schools (ball fields), facilities-acres maintained	2,275	2,275	2,275
Athletic fields, courts, playgrounds, other facilities	214	214	214
Recreation buildings, restroom buildings and other structures maintained	68	69	69
Park improvement / construction projects	9/0	15/1	18/1
Park/facility users (estimated)	1,184,104	1,200,000	1,200,000
Sports leagues using fields / teams / league participants	26/977/11,806	26/980/12,000	27/985/12,100
<b><u>Museums</u></b>			
Visitors (daily admission and special events)	9,694*	14,276*	16,000*
Museum outreach education programs	33	28	50
Museum outreach education program participants	632	1,378	1,500
Volunteers / # Volunteer hours	81/1,721	173/2,346	200/2,500
Value of volunteer service	\$43,765	\$59,658	\$63,575
Boat passengers to St. Clements Island	682	2,405	3,000
Guided Tours and Education Programs – Number of tours/ participants	117/1,043	37/1,574	125/2,000

\*These numbers do not include all people who visit the grounds of the museums to walk the paths, enjoy the piers, or use the kayak launch, picnic tables and other facilities for free.

# DEPARTMENT OF RECREATION & PARKS

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## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
<b><u>Recreation Division</u></b>			
Recreation program participants	76,062	84,500	85,600
Camps	1,357	1,500	1,500
Child care	316	400	425
Gymnastics	2,551	2,600	2,600
Leisure classes	1,723	1,600	1,600
Special events	7,658	6,000	7,000
Sports	15,479	20,000	20,000
Teen	751	750	800
Pool	29,880	40,000	40,000
Spray Park	1,697	2,700	2,700
Skate Park	500	500	500
Regional Park	13,747	8,000	14,000
Therapeutic	403	450	475
Volunteers / Volunteer hours	1,600/80,000	1,600/80,000	1,600/80,000
Value of volunteer services	\$1,300,000	\$1,300,000	\$1,300,000
<b><u>Wicomico Shores Golf Course</u></b>			
Rounds of golf / Season pass users	26,376/165	25,352/155	26,000/165
Junior golf program participants	18	24	42
Outings held	22	24	30

# DEPARTMENT OF EMERGENCY SERVICES

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## DESCRIPTION

St. Mary's County Department of Emergency Services is comprised of three divisions: Emergency 9-1-1 Communications, Emergency Management and Training Coordinator. There are also two specialty units.

- Emergency 9-1-1 Communications:
  - a) 911 Call Taking/ Computer Aided Dispatch
  - b) 911 support of Sheriff's Office/Fire/Rescue response
  - c) Sheriff's Office Call Taking and Response
  - d) All Communications Specialists assigned to the division
  
- Emergency Management
  - a) Emergency Management coordination of all emergency services and disaster response activities in St. Mary's County.
  - b) Ensuring Emergency Management responses are in compliance with all Federal, State and local laws, regulations and policies.
  - c) Oversees Animal Control Services
  - d) Animal Wardens assigned to this division
  - e) Technical Services – CAD programming, Pager operations and other duties as needed. The Technical Services Coordinator is assigned to this division
  - f) Coordinates the activities of the Emergency Medical Services Coordinator
  - g) Oversees the activities of the Hazard Materials Response Team in cooperation with the Fireboard Association
  
- Training Division
  - a) Coordinates all training and certification for Department of Emergency Services; 911 Center, Emergency Management and Animal Control Services.
  - b) Coordinates Community Outreach
  
- Specialty Units:
  - a) Radio Technical Services - Works with our radio vendor to ensure system functionality; Performs maintenance and repairs on system radios, installs radios in county vehicles and first responder vehicles
  - b) Accreditation – We have enrolled in the Commission for Law Enforcement Accreditation – Public Safety Communications Accreditation Certification Program and the National Academy of Emergency Dispatch, Accreditation Certification Programs. This specialty unit is responsible for coordinating these programs. This

# DEPARTMENT OF EMERGENCY SERVICES

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## DESCRIPTION (continued)

- c) unit will also coordinate Quality Assurance Activities for 911 and police calls for service.
- d) Technical Services – Cad Programming, Pager Operations and other duties as needed.

## OPERATING BUDGET

Emergency Services	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
Emergency Communications Center	\$2,650,483	\$2,991,259	\$3,441,345	\$3,481,462
Emergency Radio Tech Services	1,254,037	1,258,292	1,398,706	1,296,729
Emergency Management	306,196	357,574	793,644	599,035
Animal Control	740,066	795,287	1,034,757	1,002,246
Grants	<u>379,972</u>	<u>727,227</u>	<u>990,996</u>	<u>1,008,496</u>
<b>Total Department – General Fund</b>	<b>\$5,330,754</b>	<b>\$6,129,639</b>	<b>\$7,659,448</b>	<b>7,387,968</b>
<b>Emergency Services Support Fund</b>	<b>\$3,118,964</b>	<b>\$3,545,549</b>	<b>\$3,570,382</b>	<b>\$3,774,288</b>

## HIGHLIGHTS

The general fund budget for the Department of Emergency Services is \$7,387,968, an increase of \$1,258,329 or 20.53%. This budget incorporates the county employee compensation changes mentioned in the budget highlights; three new full-time positions – EMS Operational Manager, Accreditation Manager, and Administrative Coordinator and one new RPT position – Radio Frequency Technician. The budget also includes increases in overtime, supplies, training, membership costs, and new/upgrade software costs (Power DMS, Adore Training Officer software, Dispatcher Scheduling software, and Criti-call Testing software) and lease costs for two replacement vehicles. Increases to the communications costs are required due to the installation of a new system (current vendor is exiting the 9-1-1 phone service market), and ES will run parallel 9-1-1 phone systems during the transformation. Non-recurring items are replacement of hazmat meters, and new radio repair diagnostic equipment.

The Emergency Services Support Fund includes the continuation of the Emergency Services Support Tax to provide for costs related to the Length of Service Awards Program (LOSAP) for current retirees and trust and other Fire and Rescue related costs and programs.

# DEPARTMENT OF EMERGENCY SERVICES

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## STAFFING

Emergency Services	FY2019 Adjusted	FY2020 Request	FY2020 Approved
Emergency Communications Center	33.5	36.5	34.5
Emergency Radio Tech Services	2	3	2.75
Emergency Management	3	6.5	4.5
Animal Control	<u>5</u>	<u>5.5</u>	<u>5.5</u>
<b>Total Department</b>	<b><u>43.5</u></b>	<b><u>51.5</u></b>	<b><u>47.25</u></b>

## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
Animal Control – Animals Captured	1,525	1,850	2,100
Animal Control – Animal Bite Investigations	222	280	340
Emergency Communications–Sheriff’s Office Incidents	74,946	76,500	78,000
Emergency Communications –EMS Incidents	13,376	20,608	21,000
Emergency Communications –Fire Incidents	6,427	6,600	7,000

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# **ELECTED OFFICIALS**

- **Program Descriptions**
- **Operating Budget**
- **Highlights**
- **Staffing**
- **Performance Measures**

# CIRCUIT COURT

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## DESCRIPTION

The Circuit Court for St. Mary's County is a court of general trial jurisdiction established pursuant to Article IV of the Maryland Constitution. The objective of the Court, as stated in the Plan of Action, is to provide a fair and impartial forum for the resolution of disputes falling within its jurisdiction. The Court manages its case load through a Differentiated Case Management Plan, which establishes time standards for the resolution of cases. The Circuit Court has full common-law power and jurisdiction in civil cases involving over thirty thousand dollars, and in criminal matters in misdemeanor crimes that the Defendant requests a jury trial or cases originally charged as felonies. The Court exercises concurrent jurisdiction with the District Court in civil and equity cases if the amount in controversy exceeds five thousand dollars and is less than thirty thousand dollars, in criminal cases in certain statutorily defined circumstances, and in certain family law proceedings such as domestic violence. The Court exercises appellate review of District Court cases and certain County administrative decisions. All juvenile matters fall within the Court's jurisdiction. The Court also is responsible for grand and petit juries.

The Circuit Court has two successful drug court programs, one for juveniles and one for adults, which offers intensive treatment, counseling, and drug testing as an alternative to incarceration for certain non-violent juveniles and adults with substance-abuse issues, as well as a Family Recovery Court. The court's drug court programs and Family Recovery Court are funded by federal/state grants and matching funds from our county.

## OPERATING BUDGET

<b>Circuit Court</b>	<b>FY2018 Actual</b>	<b>FY2019 Approved</b>	<b>FY2020 Request</b>	<b>FY2020 Approved</b>
Administration	\$937,646	\$1,021,216	\$1,090,634	\$1,123,024
Law Library	50,312	69,950	50,600	41,600
Grants	<u>654,790</u>	<u>759,632</u>	<u>736,296</u>	<u>736,296</u>
<b>Total - Circuit Court</b>	<b>\$1,642,748</b>	<b>\$1,850,798</b>	<b>\$1,877,530</b>	<b>\$1,900,920</b>



# CIRCUIT COURT

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## HIGHLIGHTS

- The budget for the Circuit Court is \$1,900,920, an increase of \$50,122 or 2.7%. This budget includes the county employee compensation changes mentioned in the budget highlights as well as an increase in grant funding. Included in this budget is funding for refresh mixers/AV equipment in four courtrooms and wireless microphones, and a new hourly position in Case Management.

## STAFFING

<b>Circuit Court</b>	<b>FY2019 Adjusted</b>	<b>FY2020 Request</b>	<b>FY2020 Approved</b>
Administration	8.90	8.90	8.90
Grants	<u>4.10</u>	<u>4.10</u>	<u>4.10</u>
<b>Total - Circuit Court</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>
<b>Bailiffs / Chief Bailiff</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

## PERFORMANCE MEASURES

<b>Indicators</b>	<b>Actual FY2018</b>	<b>Estimated FY2019</b>	<b>Projected FY2020</b>
Family Services Grant	156,564	158,479	165,727
Juvenile & Adult Drug Court Grant (State)	284,165	343,055	288,299
Highway Safety Grant (Adult Drug Court)	30,895	23,536	17,682
Child Support Cooperative Reimbursement	11,026	11,081	11,370

# ORPHAN'S COURT

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## DESCRIPTION

The Orphan's Court consists of three judges elected to serve concurrent four-year terms. The Court is responsible for hearing matters involving decedents' estates which are probated judicially, approves administration accounts and awards of personal representatives' commissions and attorneys' fees in all estates, has concurrent jurisdiction with the Circuit Court in the guardianship of minors and their property, and handles the validity of wills and transfer of property in which legal questions and disputes occur.

## OPERATING BUDGET

Orphan's Court	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
<b>Total - Orphan's Court</b>	<b>\$55,978</b>	<b>\$64,394</b>	<b>\$58,212</b>	<b>\$59,379</b>

## HIGHLIGHTS

The budget for the Orphan's Court is \$59,379, a decrease of \$5,015 or 7.8%. This decrease is primarily attributed to removal of non-recurring items in FY2019.

## STAFFING

Orphan's Court	FY2019 Adjusted	FY2020 Request	FY2020 Approved
<b>Total - Orphan's Court - Judges</b>	<b>3</b>	<b>3</b>	<b>3</b>

## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
Decedent's Estates Opened	606	586	600
Judicial Probate Proceedings	16	21	25
Estate Hearings	87	108	100
Show Cause Orders Issued	46	68	70
General Court Orders Issued	71	97	100
Court Order Issued Approving Extension of Time	21	15	25
Limited Orders to Locate Will or Assets	1	3	5

# ORPHAN'S COURT

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## PERFORMANCE MEASURES (continued)

Orders Approving Funeral Costs	13	9	15
Orders Approving Attorney Fees & Personal Representative Commissions	103	146	150
Guardianship Proceedings	2	6	10
Administration Accounts Reviewed and Approved	319	309	320

# OFFICE OF THE SHERIFF

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## DESCRIPTION

The Sheriff's Office budget is divided into five (5) sections; Law, Corrections, Court Security, Training, and K9. The budget authorized by the Commissioners of St. Mary's County enables the Sheriff's Office to provide services to the Citizens of the County, adhere to legal mandates, and work toward our mission to safeguard the lives and property of the people we serve, to reduce the incidence and fear of crime, and to enhance public safety while working with the diverse communities to improve their quality of life. Our mandate is to do so with honor and integrity, while at all times conducting ourselves with the highest ethical standards to maintain public confidence.

The St. Mary's County Sheriff's Office is organized into six divisions: Administration, Criminal Investigations, Patrol, Narcotics, Special Operations and Corrections. Major functions of the Office of the Sheriff include: investigation of all incidents, crimes and complaints, which includes keeping victims informed of investigation status; expanded drug enforcement efforts directed against high level drug dealers and street level sellers; public awareness and educational programs that focus on the harmful effects of drugs and alcohol abuse; enhanced crime prevention programs that utilize grants to provide high visibility police patrols in high crime areas of the County; neighborhood crime watch programs in which citizens participate; home and commercial security surveys; service of criminal and civil process; security for the Courthouse and Circuit Courts; traffic safety/enforcement and accident reconstruction; safe and secure schools; and management of the St. Mary's County Adult Detention and Rehabilitation Center.

The Corrections Division is responsible for the overall management of the St. Mary's County Adult Detention and Rehabilitation Center (SMCDRC). For the most recent calendar year, the average daily population of the St. Mary's County Adult Detention and Rehabilitation Center ranged from 191 to 257 inmates. Additionally, the Corrections Division administers the Pre-Trial Supervision Program which monitors offenders in the community awaiting trial with an average monthly population ranging from 44 to 53. In addition to the Pre-Trial Services Program, the SMCDRC offers programs to assist with successful Offender Re-Entry including but not limited to Work Release, Work Incentive, Community Work Teams, Mental Health, Substance Abuse, Educational (IEP, GED and College Level), Domestic Violence, Computer Training, Smoking Cessation, Medicated Assisted Treatment, Anger Management, Basic Parenting Skills, Transition Groups, Medicaid, Family Reading Program, and so on.

# OFFICE OF THE SHERIFF

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## DESCRIPTION (continued)

The Training portion of the budget ensures all mandatory training and qualifications are met and or exceeded for sworn, correctional officers, and civilian employees. It also supports specialized training of personnel ensuring their professional effectiveness and performance in support of our core values. This budget allocation provides funding for required firearms qualifications as well as the qualifications on less lethal devices and systems. This allocation also provides for St. Mary's County's share of the funds needed to operate the Southern Maryland Criminal Justice Academy.

The Canine Unit responds to and assists with all major functions and responsibilities of the Sheriff's Office, including but not limited to; crime prevention through high visibility patrol, burglaries (burglar alarms), building searches, article searches, rescue situations (lost/missing persons), drug scans, and bomb threats (searches). The budget allocation ensures K9 health and wellness, housing, and Specialized K9 equipment.

## OPERATING BUDGET

Sheriff's Office	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
Law Enforcement	\$22,841,768	\$25,592,844	\$27,228,568	\$28,587,490
Corrections	10,588,389	12,593,203	13,661,786	12,877,814
Training	255,396	413,389	434,877	377,877
Canine	58,324	38,800	33,400	33,400
Court Security	830,088	872,402	872,402	929,057
Grants	<u>674,801</u>	<u>933,292</u>	<u>1,049,091</u>	<u>1,038,575</u>
<b>Total - Sheriff – General Fund</b>	<b>\$35,248,766</b>	<b>\$40,443,930</b>	<b>\$43,280,124</b>	<b>\$43,844,213</b>
<b>Miscellaneous Revolving Fund</b>	<b>\$21,850</b>	<b>\$329,500</b>	<b>\$304,500</b>	<b>\$304,500</b>

## HIGHLIGHTS

The general fund budget for the Office of the Sheriff is \$43,844,213, an increase of \$3,400,283 or 8.4% more than the prior year, including grant funding. In addition to incorporating the county employee compensation changes mentioned in the budget highlights, the Sheriff's budget includes:

- 16 positions approved for the Sheriff's Office along with 22 promotional ranks, primarily for CIP operating impacts for the Adult Detention Center and Sheriff District 4 Office.
- Nine (9) Replacement Vehicles; to be Exempt Financed over five years
- Non-recurring equipment to include Avon Air Purifying Respirator, equipment for deputies added in FY2019, and Body Cameras.

# OFFICE OF THE SHERIFF

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## HIGHLIGHTS (continued)

- Increased funding for medical contract costs and monitoring services for the Adult Detention Center.

## STAFFING

Sheriff's Office	FY2019 Adjusted	FY2020 Request	FY2020 Approved
Sheriff	1	1	1
Law Enforcement			
Civilians	52	60	59
Sworn	140	140	140
Corrections			
Civilians	18	20	20
Sworn	84	90	90
Court Security	12	12	12
Grants			
Civilians	1	1	2
Sworn	<u>3</u>	<u>3</u>	<u>3</u>
<b>Total - Sheriff - General Fund</b>	<b>311</b>	<b>327</b>	<b>327</b>

## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
Incidents Requiring Police Response	71,224	72,648	74,101
Arsons	8	8	8
Breaking and Entering	418	426	435
Felony Assaults & Misdemeanors	1,459	1,488	1,518
Murders	2	2	2
Rapes	25	26	26
Robberies	52	53	54
Thefts (Includes Auto Thefts)	1,267	1,292	1,318
Child Abuse Cases	67	68	70
Narcotics Violations	318	324	331
Larceny After Trust Cases	32	33	33
Forgeries	18	18	19
Fraud Cases	367	374	382
Possession/Weapon Cases	44	45	46
Sex Offenses	99	101	103

# OFFICE OF THE SHERIFF

## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
Vandalism	421	429	438
DWI's	154	157	160
Liquor Law Violations	70	71	73
Disorderly Conduct Case	42	43	44
Battered Spouse Cases	720	734	749
Other Offenses (Premises check, loud noise, burglar alarms, suspicious persons/vehicles)	3,160	3,223	3,288
Arrests Made - Adults (Warrants, Civil/Criminal)	2,827	2,884	2,941
Arrests Made - Juveniles (Investigations)	491	501	511
<b><u>Narcotics Cases Investigated: Local</u></b>			
Arrests Made (calendar year)	154	180	190
Value of Drugs Seized (calendar year)	\$292,782	\$280,000	\$285,000
Number of Search Warrants (calendar year)	168	170	175
Money Seized (FY)	\$20,037	\$21,000	\$22,000
Money Awarded (FY)	\$75,230	\$10,000	\$11,000
Vehicles Seized (calendar year)	3	5	6
<b><u>Alcohol Enforcement</u></b>			
Civil Alcohol Citations (Adults) / (Juveniles)	76 / 13	78 / 13	79 / 14
<b><u>Child Support Enforcement</u></b>			
Summonses - Received	1,560	1,591	1,623
Summonses - Served	1,442	1,471	1,500
Warrants – Received	243	248	253
Warrants – Served	172	175	179
Civil Process – Received / Served - (Summonses, writs, replevin, evictions, subpoenas, etc.)	14,950 / 13,516	15,249 / 13,786	15,554 / 14,062
Civil Process Fees Received	\$96,945	\$98,884	\$100,862
<b><u>Traffic</u></b>			
Accidents	3,891	3,969	4,048
Citations	3,867	3,944	4,023
Warnings	8,944	9,123	9,305
Accident Reconstructions	22	22	23
Child Safety Seat Inspections/Installations	25	30	35
Traffic Complaints	3,926	4,005	4,085
<b><u>Crime Lab</u></b>			
Number of Crime Scenes Processed	125	140	145
Search Warrant Assist	59	55	62

# OFFICE OF THE SHERIFF

## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
<b><u>Volunteer Program</u></b>			
Number of Hours Worked by Volunteers	1,253	1,500	1,700
<b><u>K-9 Program</u></b>			
Number of Canine Duties Performed	2,867	2,800	2,900
Number of Criminal Arrests and Assisted Arrests	106	100	110
Value of Drugs Seized	\$15,324	\$15,000	\$20,000
Money Seized Due to Canine Drug Detection	\$7,007	\$5,000	\$10,000
Felony Suspects Apprehended by Canine Teams	7	10	15
<b><u>Corrections</u></b>			
Annual Number of Arrestees Processed	3,806	3,576	3,648
Average Daily Population	227	207	211
Inmates Attendance in Education Program (GED)- (Monthly Average)	77	72	74
Inmates Attendance in IEP/Tutoring/Creative Writing/English 900 (Monthly Average)	197	158	161
Inmates Attendance in Drug/Alcohol/HIV/Domestic Violence Treatment/Anger Mgmt/Mediation/ Parenting/Life Skills Programs (Monthly Average)	149	162	165
Number of Inmates Referred to the Mental Health Program (Monthly Average)	425	339	346
Inmates Attendance in Walden Jail Substance Abuse Program (Monthly Average)	291	405	413
Inmates Attendance in Computers (Mo. Avg.)	151	134	137
Inmates Sentenced to Home Detention (Mo. Avg.)	8	4	5
Inmates Sentenced to Weekenders (Mo. Average)	9	9	10
Defendants Sentenced to Work Release Program (Monthly Average)	15	20	21
Inmate Work Hours for County Projects	8,614	8,662	8,835
<b><u>Alternative to Incarceration</u></b>			
Pre-Trial Services Offenders Monitored in the Community (Monthly Average)	51	60	75
Pre-Trial Services Program Eligibility Screening	928	1,000	1,020
Drug Court and Family Court Participant Substance Abuse Screenings	2,351	2,352	2,399



# OFFICE OF THE STATE'S ATTORNEY

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## DESCRIPTION

The State's Attorney for each county, and the City of Baltimore, is empowered by the Constitution of Maryland and the Annotated Code of Maryland to prosecute and defend, on the part of the State, all cases in which the State may be interested. The State's Attorney is considered to be the highest law enforcement officer in the county in which he or she serves. The State's Attorney is vested with the discretion to prosecute all juvenile proceedings and criminal cases charged. In addition, the State's Attorney serves as legal advisor to the Grand Jury and attends all Grand Jury sessions. In an advisory capacity, the State's Attorney assists all police agencies in criminal investigatory matters. Additionally, the Office of the State's Attorney will conduct its own criminal investigations when determined by the State's Attorney to be appropriate. This office maintains a Child Support Division that is responsible for establishing paternity and child support orders as well as representing the Bureau of Child Support Enforcement in contempt proceedings. The Office of the State's Attorney administers the community service and bad check programs that divert minor offenders from the criminal justice system. This office is one of the leading participants in Project Graduation and the Substance Abuse Recovery Court, which were established for the purpose of keeping our citizens safe from the detrimental impact of alcohol and drugs. Several years ago, the Office of the State's Attorney established a Domestic Violence Division staffed with a domestic violence prosecutor, a domestic violence coordinator and an investigator to assist in the investigation and successful prosecution of domestic violence cases. This division has been charged with the responsibility of working closely with other agencies and the victim/witness coordinators to assure that the victims of domestic violence have all the necessary support to end the cycle of violence associated with domestic violence. In addition, the Office of the State's Attorney collects restitution in many criminal proceedings to assure that victims are compensated for losses caused by criminal acts.

## OPERATING BUDGET

State's Attorney's Office	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
Judicial	\$2,808,777	\$2,943,401	\$2,919,200	\$3,420,961
Grants	<u>622,811</u>	<u>705,735</u>	<u>802,739</u>	<u>802,739</u>
<b>Total - General Fund</b>	<b>\$3,431,588</b>	<b>\$3,649,136</b>	<b>\$3,721,939</b>	<b>\$4,223,700</b>
<b>Miscellaneous Revolving Fund</b>	<b>\$59,726</b>	<b>\$149,993</b>	<b>\$158,043</b>	<b>\$161,825</b>

# OFFICE OF THE STATE'S ATTORNEY

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## HIGHLIGHTS

The general fund budget for the Office of the State's Attorney is \$4,223,700, an increase of \$574,564 or 15.7% more than the prior year, including grant funding. This increase includes the county employee compensation changes mentioned in the budget highlights and additional non-recurring funds to purchase office equipment.

## STAFFING

State's Attorney's Office	FY2019 Adjusted	FY2020 Request	FY2020 Approved
Judicial	31.2	31.2	31.2
Grants	<u>7.8</u>	<u>7.8</u>	<u>7.8</u>
<b>Total Office of the State's Attorney</b>	<b>39</b>	<b>39</b>	<b>39</b>
<b>Miscellaneous Revolving Fund</b>	<b>1</b>	<b>1</b>	<b>1</b>

## PERFORMANCE MEASURES

Selected Statistics / Workload Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
<b><u>Circuit Court Criminal Division</u></b>			
Criminal Cases	407	427	450
Number of Court Appearances - Criminal Cases	1,221	1,708	2,250
Juvenile Cases	151	150	175
Number of Court Appearances - Juvenile Cases	103	130	145
VOP Cases-Circuit Court	312	335	370
Number of Court Appearances - VOP Cases	1,248	1,340	1,480
<b><u>Child Support Division</u></b> (These stats operate on a Federal Cycle 10/1-9/30)			
Paternity Cases Established	87	89	91
Child Support Court Establishment Cases	396	400	404
Number of Court Appearances - Child Support Establishment Cases (Modification Cases)	267	272	277
Support Contempt Cases	1,411	1,439	1,467

# OFFICE OF THE STATE'S ATTORNEY

## PERFORMANCE MEASURES (continued)

OFFICE OF THE STATE'S ATTORNEY			
Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
<b><u>Child Support Division (continued)</u></b>			
Amount Collected on behalf of Plaintiffs through Cooperative Efforts	\$13,004,600	\$13,134,646	\$13,265,992
<b><u>District Court Criminal Division</u></b>			
Criminal Cases	2,358	2,500	2,700
Number of Court Appearances - Criminal Cases	4716	5000	5400
Traffic Cases	18,460	18,600	18,800
Number of Court Appearances - Traffic Cases	7,896	8,000	10,000
DWI Cases	1,083	1,200	1,400
Number of Court Appearances - DWI Cases	2,166	2,400	2,800
<b><u>Community Services Division</u></b>			
Number of Community Service Applicants	2,399	2,622	2,650
Number of Community Service Hours Administered	35,624	21,753	30,000
<b><u>Bad Check Division</u></b>			
Number of Checks Submitted for Collection	47	45	43
Amount of Money Collected on Bad Checks	\$6,156	\$6,000	\$5,800
<b><u>Restitution Collection</u></b>			
Restitution Collected-District Court	\$111,158	\$126,192	\$130,000
Restitution Collected-Circuit Court	\$138,917	\$92,560	\$115,738

# OFFICE OF THE COUNTY TREASURER

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## DESCRIPTION

The primary function of the Treasurer's Office is the billing and collection of real and personal property taxes for the State and County. Related responsibilities include the billing and collection of erosion, road, agricultural, and other miscellaneous special taxes, penalties and interest; verification and inspection of records and stamping of real property deeds for tax clearance prior to recordation; intake and processing of qualified senior tax credit applicants, and the adjustment of tax accounts for credits to both real estate and personal property accounts; completion and submission of bankruptcy documentation on real property accounts to the bankruptcy court; conducting the annual tax sale; the billing, collection, and remittance of the Fire and Rescue District Tax to the Volunteer Fire Departments and Rescue Squads in St. Mary's County. Other duties include the issuance of motor vehicle registration renewals, liquor licenses and verification of business licenses. The Treasurer's Office is responsible for the preparation, dissemination, and maintenance of all relevant financial reports to local and state authorities.

## OPERATING BUDGET

Treasurer	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
Administration	\$449,837	\$485,617	\$486,887	\$497,393
<b>Total - Treasurer</b>	<b>\$449,837</b>	<b>\$485,617</b>	<b>\$486,887</b>	<b>\$497,393</b>

## HIGHLIGHTS

The budget for the Office of the County Treasurer is \$497,393, an increase of \$11,776 or 2.4%. This budget incorporates the county employee compensation changes mentioned in the budget highlights.

## STAFFING

Treasurer	FY2019 Adjusted	FY2020 Request	FY2020 Approved
<b>Total - Treasurer</b>	<b>5</b>	<b>5</b>	<b>5</b>

# OFFICE OF THE COUNTY TREASURER

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## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
Amount of Revenue collected and disbursed to County, State, Fire & Rescue Agencies for Real Estate and Personal Property Taxes, MVA Tag Renewals, Agricultural Transfer Tax, Tax Sale Redemptions, Liquor Licenses, etc.	\$139,117,675	\$139,811,333	\$140,508,449
Delinquent Personal Property Collections Revenue	\$121,916	\$88,524	\$64,700
Tax bills mailed for real property, local personal property, corporations, 1/2 year new construction and 2nd semi-annual notices	50,294	50,400	50,600
Delinquent bills, final notices, 60 day notices processed and mailed	3,785	4,153	4,522
Tax payments collected and processed	72,000	72,000	72,000
Walk-in customers for tax payments, MVA registration renewals, liquor licenses, real property deeds and business licenses researched and stamped prior to recordation, County Senior Tax Credit and County Matching Credit applicants, etc.	8,000	8,000	8,000
Customer Inquiries via Phone, Email or Fax	10,000	10,000	10,000
Tax Sale preparation & annual auction	419	502	520
Treasurer's Website Usage (visits recorded)	420,580	359,351	366,538
Online payments processed	2,173	2,700	2,950
Property transfers processed in tax records	3,524	3,725	3,926
Senior Tax Credits processed (Cap, Matching and 6510 programs)	2,608	2,660	2,700
State Homeowners' Tax Credits processed	764	780	790
Adjustments to real and personal property accounts including increases and decreases, refunds, voids, transfers, abatements, credits, etc.	19,427	16,384	16,200

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# **STATE AGENCIES / INDEPENDENT BOARDS**

- **Program Descriptions**
  - **Operating Budget**
  - **Highlights**
  - **Staffing**
  - **Performance Measures**
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# DEPARTMENT OF HEALTH

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## DESCRIPTION

The St. Mary's County Health Department (SMCHD) provides critical public health services to the whole community, in accordance with federal, state, and local policy and the needs of county residents. Funding for these services is via a combination of state core funding, local county funding, grants, and fee collections. With significant decreases in state core funding and fees-for services being far below the actual costs of those services, SMCHD relies heavily on local county funding to continue working to protect and promote the health of county residents. County funding contributes to the costs of administration, as well as school health, behavioral health, chronic disease prevention, infectious disease and emergency preparedness, environmental health, and mosquito control / gypsy moth.

## OPERATING BUDGET

<b>Department of Health</b>	<b>FY2018 Actual</b>	<b>FY2019 Approved</b>	<b>FY2020 Request</b>	<b>FY2020 Approved</b>
Operating Allocation	\$2,180,979	\$2,207,979	\$2,403,008	\$2,395,395
Personal Services	16,151	16,197	16,197	16,238
Mosquito Control / Gypsy Moth	<u>56,100</u>	<u>59,500</u>	<u>59,500</u>	<u>77,000</u>
<b>Total – Department of Health</b>	<b>\$2,253,230</b>	<b>\$2,283,676</b>	<b>\$2,478,705</b>	<b>\$2,488,633</b>

## HIGHLIGHTS

The allocation to the Department of Health is \$2,488,633, which is \$204,957 or 9% more than the prior year. The County exceeds State mandated funding of \$600,380 by \$1,888,253. This budget also includes \$10,000 to enhance the county's network of monitoring well system.

# DEPARTMENT OF HEALTH

## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
Birth / Death records certified	3,024 / 3,889	2,910 / 4,524	2,997 / 4,659
Patient Admissions / Discharges	6,247 / 5,375	4,890 / 4,268	5,036 / 4,396
Accounts Receivable processed	203,885	206,000	208,000
Budgets prepared	60	75	90
Invoices processed / amounts	1,648 / \$4,819,805	1,750 / \$5,000,000	1,900 / \$5,600,000
Information Technology customer service requests	1,247	1,371	1,508
Number of fleet vehicles / Number of fleet miles	27 / 249,798	25 / 255,352	25 / 263,012
Public Health Complaints	239	250	250
NCT Water Supply Samples	489	550	550
Certify potability of wells / Number of water samples collected	208 / 385	225 / 400	225 / 400
Anti-rabies clinics / Vaccinations administered	9 / 713	9 / 800	9 / 800
Number of Positive Rabies Cases	2	6	10
Food Service Facility Inspections	1,498	1,350	1,350
Number of Soil Evaluations Conducted (new)	290	130	130
Number of individuals in the general public educated about colorectal / skin / lung cancer	12,779	16,000	16,000
Number of colonoscopies/patient navigation clients	9 / 6	10 / 4	10 / 4
Number of individuals in the general public educated on tobacco smoking health risk, including pregnant women	12,188	10,000	10,000
Number of participants in smoking cessation classes conducted by SMCHD	107	125	125
Total Number of youth and Adult educated on health risk of e-cigarettes	4,163	4,000	4,000
Number of merchants educated on Tobacco Youth Access Law and product placement	82	90	90
Number of women screened through the Breast and Cervical Cancer program including patient navigation clients	54	60	60
Number of adult patients receiving dental emergency treatment	120	125	125
Total number of all requests for services from Administrative Care Coordination Program	925	950	950



# DEPARTMENT OF HEALTH

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## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
Number of Adult Evaluation and Review Service (AERS) assessments	247	250	250
Number of Nurse Monitoring Visits	1,023	950	950
Number of new and recertification MCHP applications processed	1,375 / 497	1,300 / 500	1,300 / 500
Number of children immunized during School Flu Clinics (doses provided, includes initial and booster doses)(labor intensive)	2,350	2,500	2,600
Cases of reportable diseases and investigations (labor intensive)	2,595	2,800	3,000
Cases of tuberculosis (ongoing case management of active and latent cases)	7	10	10
Number of Infectious & Communicable Disease Outbreaks	16	20	20
Number of immunization activities (including clinics, information sessions, alerts, press releases or in-Serv)	407	450	500
Number of Family Planning visits as transmitted to the Family Planning data system	1,313	1,400	1,500
Number of mandatory Public Health Emergency Preparedness training and meetings	66	70	76
Engage internal and external partners in Emergency Preparedness efforts (includes training, drills & exercises, volunteer management coordination)	71	90	92
Coordination with community partners in emerging infectious disease efforts (press releases, alerts, information sharing, PPE training, and policy/protocol development.	110	110	110

# DEPARTMENT OF SOCIAL SERVICES

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## DESCRIPTION

The Department of Social Services is a state agency which provides a broad range of programs and services from public assistance to child welfare. Funding for these programs and services is via a combination of federal, state and local county funding, and grants. County funding contributes to the costs of the Child Support Enforcement, Adult Foster Care, Foster Care Aide, Legal Services, and Burial Services Programs. The primary function of the Child Support Enforcement IV-D program is to enforce the support obligations owed by non-custodial parents to their children and spouse (or former spouse) with whom such children are living. The function of the Adult Foster Care Program is to delay or eliminate the need for institutionalizing disabled and/or elderly adults. The Foster Care Aide Program provides temporary continuous 24-hour care and supportive services for a child whom the local department and the Court have determined shall live outside the home; provides services to families of children in foster care; and facilitates the achievement of a permanent family situation through adoption for a child who is unable to return home. The Legal Services Program provides a paralegal to support the in-house legal representation for the Department of Social Services. The Burial Services Program assures that burial funding is provided for all the indigent citizens of St. Mary's County who are deceased and without the resources to contribute toward the cost of their funeral.

## OPERATING BUDGET

<b>Social Services</b>	<b>FY2018 Actual</b>	<b>FY2019 Approved</b>	<b>FY2020 Request</b>	<b>FY2020 Approved</b>
<b>Total - Social Services</b>	<b>\$430,258</b>	<b>\$451,237</b>	<b>\$457,814</b>	<b>\$461,633</b>

## HIGHLIGHTS

The local portion of the Social Services budget is \$461,633 (including the grant), which is an increase of \$10,396 or 2.3% more than the prior year. The increase is primarily attributed to grant and non-grant compensation changes on the County's payroll and the Child Support Enforcement position, and indirect administrative costs.

# DEPARTMENT OF SOCIAL SERVICES

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## STAFFING

Social Services	FY2019 Adjusted	FY2020 Request	FY2020 Approved
<b>Total - Social Services</b>	<b>2</b>	<b>2</b>	<b>2</b>

## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
Child Support Collections	\$13,004,600	\$13,134,646	\$13,265,992
Child Support Paternities Established	87	89	91
Support Orders Established	396	400	404
Petition for Contempt / Show Cause Orders	1,411	1,439	1,467
Downward Modifications to Child Support Orders	267	272	277
Certified Adult Foster Care Homes	8	8	9
Adult Clients Living in Provider's Home (mo.avg.)	11	11	12
Adult Clients Served with Purchase of Care Funds	10	10	10
Children in Foster Care (mo. avg.)	67	60	60
Children in Out-of-county Placements (avg.)	34	22	25
Children with Supervised Visitation/Average # Visits Weekly	40	16	20
Number of Children Receiving Medical / Psychological Services from Specialists Out-of-Co.	36	24	24
Percentage of Parents Court Ordered to Attend Alcohol/Drug/Mental Health Treatment	90%	90%	90%
Children Placed for Adoption	10	8	9
Continuous Training for Staff	5	5	5
Number of deceased citizens not having funds/resources to go toward the cost of their burial / Total Annual Burial Costs	8 / \$5,200	10 / \$6,500	10 / \$6,500

# ALCOHOL BEVERAGE BOARD

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## DESCRIPTION

The Alcohol Beverage Board of St. Mary's County consists of five members appointed by the Governor. The Board is given full power and authority by the Alcoholic Beverages Article of the Annotated Code of Maryland to adopt such reasonable rules and regulations as deemed necessary to enable it to effectively discharge the duties imposed by the Article. The Board is responsible for administering and controlling the issuance of alcoholic beverage licenses to businesses and non-profit organizations in St. Mary's County and enforcing all laws relating to the sale and service of alcoholic beverages at those licensed establishments. The Board provides and promotes training in responsible alcohol service to ensure that all businesses are compliant with both State and County laws and regulations for the well-being of all businesses and the community at large.

## OPERATING BUDGET

Alcohol Beverage Board	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
<b>Total - Alcohol Beverage Board</b>	<b>\$198,945</b>	<b>\$329,772</b>	<b>\$329,772</b>	<b>\$355,343</b>

## HIGHLIGHTS

The budget for the Alcohol Beverage Board is \$355,343 which is a net increase of \$25,571 or 7.8%. This increase is attributed to increased compensation costs for employees and the Alcohol Enforcement Officer.

## STAFFING

Alcohol Beverage Board	FY2019 Adjusted	FY2020 Request	FY2020 Approved
Alcohol Beverage Board - Staff	1.75	1.75	1.75
Alcohol Beverage Board - Chairman & Members	5.0	5.0	5.0

# ALCOHOL BEVERAGE BOARD

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## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
License Fees (net Corporate Town of Leonardtown fees)	\$85,479	\$88,381	\$89,000
Transfer Fees	\$1,000	\$400	\$700
Fines	\$6,000	\$2,500	\$2,500
Application Fees	N/A	\$2,750	\$3,500
Number of Licenses (at FY end)	163	168	170
Number of Special/Temporary Licenses Issued	163	165	165
Number of Inspections	216	180	190
Number of Violations Cited	17	14	14
Number of Compliance Checks by AEC	187	120	120
Number of RAST/ID Check Trainings held	12	12	12

# BOARD OF ELECTIONS

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## DESCRIPTION

The Board of Elections operates under State election laws, receiving direction from the State Administrative Board of Election Laws. Responsibilities include supervision of elections, registering eligible voters, and receiving applications for candidates filing for elected office in St. Mary's County.

## OPERATING BUDGET

Board of Elections	FY2019 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
<b>Total - Board of Elections</b>	<b>\$906,617</b>	<b>\$1,112,625</b>	<b>\$1,190,425</b>	<b>\$1,171,320</b>

## HIGHLIGHTS

The budget for the Board of Elections is \$1,171,320, which is an increase of \$58,695 or 5.3%. This increase is attributed to increase in costs for the preparation of the upcoming 2020 Elections - additional Election Judges are required with pay increases, new poll books, and leasing of new voting equipment. Includes increased compensation for State employees.

## STAFFING

Board of Elections	FY2019 Adjusted	FY2020 Request	FY2020 Approved
<b>Total-Board of Elections Members</b>	<b>3</b>	<b>3</b>	<b>3</b>

## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
Voter Registration	76,600	77,000	79,000
Changes to Voters Registrations	15,700	17,000	19,000
Confirmation Mailings	12,100	10,000	15,000
Voter Notification Cards	15,700	16,000	18,000
Election Judges	490	480	530
Early Voting Judges	40	40	55
Election Estimated Turnout	58	-	45
Absentee Ballots	1,900	-	2,000
Provisional Ballots	700	-	900

# UNIVERSITY OF MARYLAND EXTENSION – ST. MARY’S COUNTY

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## DESCRIPTION

The University Of Maryland Extension (UME) is a statewide, informal education system within the College of Agriculture and Natural Resources, University of Maryland at College Park and the University of Maryland Eastern Shore. It provides research-backed unbiased information, together with educational opportunities, developed by the University of Maryland System and other institutes of higher education to all adults and youth. Funding for this office is shared by Federal, State and Local governments, thus making this service a cooperative effort. All UME programs are developed and presented to implement the following initiatives: agriculture profitability; natural resource issues; improving diet, nutrition and health; building and developing human capital; increasing family economic stability; commercial horticulture and pest management; and aquaculture and marine resources.

## OPERATING BUDGET

Extension – St. Mary’s	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
<b>Total - Extension St. Mary’s</b>	<b>\$225,971</b>	<b>\$257,400</b>	<b>\$264,061</b>	<b>\$264,061</b>

## HIGHLIGHTS

The local budget for the University Of Maryland Extension (UME) is \$264,061, which is an increase of \$6,661 or 2.6%. This increase incorporates compensation and travel/training costs, and the purchase of one laptop computer.

## PERFORMANCE MEASURES

Indicators	Actual CY2018	Estimated CY2019	Projected CY2020
Beginner Farmer Training	195	200	200
Vineyard Research Outreach	55	50	50
Nutrient Voucher Training	73	75	70
Nutrient Management Plans	300	350	400
Acres in Nutrient Management	9,943	11,000	13,000
Pesticide License Renewals	188	240	175
Direct Farmer Consultations	420	350	350
Food Safety and Preservation Education Participants	-	10	20
Food Supplement Nutrition Education (FSNE) Participants (Youth and Adult)	926	1,236	1,500

# UNIVERSITY OF MARYLAND EXTENSION – ST. MARY’S COUNTY

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## PERFORMANCE MEASURES (continued)

Indicators	Actual CY2018	Estimated CY2019	Projected CY2020
FSNE Teachers Trained	33	40	45
FSNE participants reached through Market to Mealtime	310	350	375
Growing Healthy Habits Youth Participants	-	12	20
Farm to School Participants	261	400	500
Fresh Conversations	-	15	30
Dining with Diabetes	-	25	30
Master Gardener Volunteer Hours	3,101	3,300	3,600
Master Gardener Certified Volunteers	75	85	90
Master Gardener Interns/Trainees	15	9	20
Plant Clinics	42	43	44
4-H UME Certified Volunteers / NEW Volunteers Certified	119 / 3	125 / 5	125 / 5
Youth, 5-18 years old, 4-H Community Clubs / Military	201 / 304	210 / 250	210 / 250
4-H After-School Youth	110	50	50
4-H Youth School Enrichment Programs	276	280	280
4-H Special Interest Short-Term Programs	687	700	700
4-H County Fair Exhibits	1,336	1,500	1,500
4-H Youth Projects Completed	196	225	225
4-H Recruitment Contacts	276	300	300
4-H Club-Sponsored Community Service	50	50	50
4-H Volunteer Hours	35,000	35,000	35,000
4-H Day Camping Programs	83	100	100
Watershed Steward Trainees	0	10	0
Watershed Steward Certified Volunteers	10	20	20
Watershed Steward Volunteer Hours	168	300	400
Watershed/Stormwater Educational Projects	7	15	20
Stormwater BMP Implementation: Sq. ft. of Rain Gardens	0	500	1,000
Stormwater BMP Implementation: # Rain Barrels	9	60	60
Stormwater BMP Implementation: # Native Plants	100	500	500
Stormwater BMP Implementation: # Trees	0	15	15
Participants in Well and Septic Clinics	0	30	40



# ETHICS COMMISSION

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## DESCRIPTION

There is a five member St. Mary's County Ethics Commission appointed by the Commissioners of St. Mary's County in accordance with the County Public Ethics Ordinance. The Commission is the advisory body responsible for interpreting the Ordinance and advising persons subject to its application. The Commission hears and decides complaints; is the custodial of all statements, registrations, reports, and complaints; and conducts information and education programs.

## OPERATING BUDGET

<b>Ethics Commission</b>	<b>FY2018 Actual</b>	<b>FY2019 Approved</b>	<b>FY2020 Request</b>	<b>FY2020 Approved</b>
<b>Total - Ethics Commission</b>	<b>\$691</b>	<b>\$833</b>	<b>\$833</b>	<b>\$833</b>

## HIGHLIGHTS

The budget of \$833 is consistent with the funding level from prior year.

# FOREST CONSERVATION BOARD

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## DESCRIPTION

The St. Mary's County Forest Conservation Board promotes the stewardship, conservation, management and wise use of Maryland's forest resources, both urban and rural. Most of this promotion is done through educational programs such as the Natural Resources Careers Camp (NRCC) and community and civic tree planting. The Board has no paid employees, but exists on all volunteer participants.

## OPERATING BUDGET

<b>Forest Conservation</b>	<b>FY2018 Actual</b>	<b>FY2019 Approved</b>	<b>FY2020 Request</b>	<b>FY2020 Recommended</b>
<b>Total - Forest Conservation</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>

## HIGHLIGHTS

The budget of \$2,500 is consistent with the funding level from prior year. This funding continues to help support Arbor Day activities, student tuition costs for the MD Department of Natural Resources-Natural Resource Conservation Camp (NRCC), and refurbishing of the School Forests.

# SOIL CONSERVATION DISTRICT

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## DESCRIPTION

The Soil Conservation District functions to promote the wise and efficient use of the County's soils and water resources. This is accomplished through a cooperative relationship between the county, state and federal governments. Through soil conservation and water quality planning, nutrient management planning and the implementation of best management practices, the agriculture community is actively working towards reaching the reduction of nitrogen and phosphorous loads to the Chesapeake Bay. The District also has a non-agriculture program which includes urban sediment control plans review, pond designs, and forest harvest sediment control plans.

## OPERATING BUDGET

Soil Conservation District	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
<b>Total -Soil Conservation District</b>	<b>\$72,879</b>	<b>\$77,063</b>	<b>\$105,063</b>	<b>\$77,063</b>

## HIGHLIGHTS

The County will fund \$77,063 which is consistent with the funding level from prior year. This funding will assist in covering the District Manager's compensation.

## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
<b><u>Approved Erosion and Sediment Control Plans:</u></b>			
Single Lot development disturbing < than .5 acres	231	250	250
Sediment Control Plans for Development that disturbs > .5 acres	238	230	240
Review & provide comments for the Technical Evaluation Committee (TEC): Providing comment on potential environmental & erosion control problems at the concept or preliminary phase	57	50	50
Pre-construction meetings for erosion & sediment control projects > .5 acres of total disturbance: Reduce environmental impacts because of improperly installed best management practices.	106	110	110

# SOIL CONSERVATION DISTRICT

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## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
<b><u>Approved Erosion and Sediment Control Plans: (continued)</u></b>			
Reduce sedimentation to tributaries by the development of Soil Conservation and Water Quality Plans. Watershed Implementation Plan goals on total acres per year.	20,884	23,581	26,161
Reduce sedimentation to tributaries by the application of structural soil conservation and water quality best management practices (BMP's) on agricultural land. Total number of BMP's implemented can vary each year based on weather conditions.	53	60	65
Reduce sedimentation to tributaries by the application of agronomic soil conservation and water quality BMP's on agricultural land. Number of People / Number of Practices (can vary based on weather conditions).	49 people 122 practices	75 people 250 practices	75 people 300 practices
Review of Storm Water Management Plans to ensure compliance with Maryland Standards and Specifications 378 Dam Safety and issue small pond approvals. <i>Reduction in numbers reflects revised MDE standards requiring infiltration vs retention.</i>	9	2	2
Increase Student Participation in the Envirothon Program	71	90	100
Schedule and hold annual cooperators' dinner meeting to provide information to the agricultural community	257	260	265
Provide public outreach through various formats (Ex: fairs, AG dinners, Earth Day)	10	10	10
Perform site visits at the request of property owners (Ex: shoreline, erosion, drainage issues)	96	90	90
Lease District owned conservation equipment to agricultural producers to reduce sediment and nutrient loads to the Chesapeake Bay. Number of times leased / Number of acres.	40 / 881 ac	50 / 1,000 ac	55 / 1,200 ac

# SOUTHERN MARYLAND RESOURCE CONSERVATION AND DEVELOPMENT (RC&D)

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## DESCRIPTION

Southern Maryland Resource Conservation and Development (RC&D) Board, Inc. is a resource conservation and development organization which serves Anne Arundel, Calvert, Charles, and St. Mary’s Counties. Working with diverse project partners, Southern Maryland RC&D brings together technical disciplines and local knowledge to help our communities address important, emerging conservation and quality of life concerns. The RC&D Board works closely with project partners to identify, develop, fund, and implement a wide array of projects ranging from support for environmental education at schools to administering local, state, and federal funding programs to place conservation easements on precious farmland in our community to large-scale environmental conservation projects with the Navy on their installations.

## OPERATING BUDGET

RC&D	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
<b>Total - RC&amp;D</b>	<b>\$13,300</b>	<b>\$13,300</b>	<b>\$15,300</b>	<b>\$13,300</b>

## HIGHLIGHTS

The County will fund \$13,300 which is consistent with the funding level from prior year. This funding is designated to partially finance salary and benefit costs for a full-time Office Associate and to fund office administration costs. Grants provide most of the funding used by the RC&D, to support environmental education, conservation, development, and community outreach programs.

## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
Total Number of Partners / Clients* Served	9	16	14
Population Positively Affected	48,500	51,200	78,400
Number of Clients Served – St. Mary’s County	6	14	9
Percent of Clients Served from St. Mary’s County	67%	88%	64%
Current Number of Full-time employees	2	2	2
Number of Volunteers / Volunteer Hours	38 / 1,220	41 / 1,100	40 / 1,200

# SOUTHERN MARYLAND RESOURCE CONSERVATION AND DEVELOPMENT (RC&D)

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## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
(FTE) Jobs Created as a Result of Cooperative Agreement	8	8	8
Navy Environmental Projects Completed	3	2	2
Dry Fire Hydrants Installed	2	2	2
Other Grants Completed	5	4	5

# SOUTHERN MARYLAND TRI-COUNTY COMMUNITY ACTION COMMITTEE, INC.

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## DESCRIPTION

The Southern Maryland Tri-County Community Action Committee, Inc. (SMTCCAC) is governed by a volunteer board of directors. The board has equal representation from consumers of SMTCCAC services, representatives of local elected officials, and the private sector. This agency is committed to addressing the problems associated with poverty in Calvert, Charles, and St. Mary’s Counties. Services provided are focused on assisting people to live successful, independent lives. This contributes to the improvement of the entire community. By addressing the needs of people with limited resources and creating opportunities for them to enter the economic mainstream. Program activities administered by the agency include Commercial Driver’s License Training, Child and Family Services, Adult Day Care, Energy Assistance, Comprehensive Housing Counseling Services, The Emergency Food Assistance Program (TEFAP), Rental Management and the Senior Companion Program.

## OPERATING BUDGET

Tri-County Community Action Committee- TCCAC	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
<b>Total - TCCAC</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$16,000</b>

## HIGHLIGHTS

The County will fund \$16,000 which is consistent with the funding level from prior year.

## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
Total Number of Clients Served	24,000	24,600	27,000
Current number of paid employees (full-time)	42	47	47
Number of SCP Volunteers	14	18	18
Number of Individuals Receiving their Class B CDL	9	10	12
Number of hours disabled, elderly residents served	12,947	18,792	18,792
Number of Disabled, Elderly Residents Served	26	36	36
Number of households receiving Food	5,399	5,400	5,380
Amount of Cases of Food Distributed	4,207	4,248	4,348
Pounds of Food Distributed	112,602	113,000	113,400

# TRI-COUNTY COUNCIL FOR SOUTHERN MARYLAND

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## DESCRIPTION

The Tri-County Council for Southern Maryland is a partnership of Federal, State and local governments, established over fifty years ago as the regional development and planning organization for Southern Maryland – Calvert, Charles and St. Mary’s Counties. The Council serves as a forum for the discussion and resolution of region-wide issues and the attainment of regional goals. The Tri-County Council selects, advocates, and advances activities which best serve the interests of all the people of Southern Maryland. These activities shall promote the social and economic development of the region, environmental protection, and include research, information management, and the preparation of a regional plan. All of the activities of the Council are designed to assist Federal, State, and County governments in better performing their respective duties.

## OPERATING BUDGET

Tri-County Council	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
<b>Total - Tri-County Council</b>	<b>\$94,200</b>	<b>\$94,200</b>	<b>\$135,000</b>	<b>\$94,200</b>

## HIGHLIGHTS

The County will fund \$94,200, which is consistent with the prior year funding.

## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
Customized Recruitments	34	40	70
Hires Made from Recruitments	94	115	200
Training Dollars Spent	\$163,936	\$230,000	\$322,500
Residents Trained	132	186	262
American Job Center Visits	4,091	4,300	4,520
Mobile Career Center Deployments	49	60	70
Residents Served by the Mobile Career Center	499	611	750



# TRI-COUNTY YOUTH SERVICES BUREAU

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## DESCRIPTION

The Tri-County Youth Services Bureau, Inc. (TCYSB) is a community-based, non-residential organization serving the children, youth, and families of Calvert, Charles and St. Mary's counties. Services are focused on the prevention of delinquency, abuse, violence, substance abuse, suicide, and other devastating outcomes for youth and their families. The mission is to provide a respectful and compassionate atmosphere for youth and their families in Southern Maryland to learn through educational and counseling services how to communicate more creatively and how to effectively understand and promote the values that are unique to each family.

## OPERATING BUDGET

Youth Services Bureau	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
<b>Total – Youth Services Bureau</b>	<b>\$143,600</b>	<b>\$143,600</b>	<b>\$143,600</b>	<b>\$143,600</b>

## HIGHLIGHTS

The County will fund \$143,600, which includes \$33,600 to continue funding the youth employment initiative by implementing the Ready4Life-SOMD program in St. Mary's County.

## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
Total Number of Clients Served (all counties)	4,758	3,750	3,750
Number of Clients Served – St. Mary's County	2,001	1,800	1,800
Percent of total Clients Served - St. Mary's County	42%	48%	48%
Current number of paid employees (full-time equiv.)	5	5	5
Number of Volunteer/Volunteer Hours	35 / 275	40 / 300	42 / 350
Formal counseling services to children and youth	448	400	400
Families assisted through Family Navigation services	317	325	325
Response to families calling for information	425	425	425
Number of Youth Mappers engaged	35	N/A	N/A
Number of Youth receiving Youth Development	N/A	12	12

# STATE DEPARTMENT OF ASSESSMENTS & TAXATION (SDAT)

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## DESCRIPTION

The State Department of Assessments and Taxation provides an unbiased review of all real property values in Maryland on a triennial cycle. The department reviews approximately 16,000 properties each year in St. Mary's County and submits the results to the County Treasurers office each year for tax billing purposes.

## OPERATING BUDGET

SDAT	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
Total - SDAT	\$456,811	\$439,394	\$439,394	\$439,394

## HIGHLIGHTS

This budget includes \$439,394 to be funded by the County for the State Department of Assessments and Taxation's local office, per current legislation at 50 percent.

# SOUTHERN MARYLAND HIGHER EDUCATION CTR.

## DESCRIPTION

The principal function of Southern Maryland Higher Education Center (SMHEC) is to recruit and present complete doctorate, graduate and upper division degrees, certificate programs and education certification programs to the citizens of Southern Maryland. The objective is to provide a broad range of academic programs responsive to the region’s workforce needs of Southern Maryland that includes not only Patuxent River Naval Air Station and its military, civil servants and supporting contractors, but also those in education, social services, nursing and law enforcement.

Since its’ inception, a variety of graduate programs in professional fields have been made available to the citizens of St. Mary’s County and Southern Maryland by SMHEC. This resource has expanded opportunities for professional growth to the citizens of St. Mary’s County and Southern Maryland without the need to travel great distances. With SMHEC’s university and college partners, SMHEC offers academic programs in these fields of study: Engineering and Technology, Education, Business, Social Work, Nursing, and Criminal Justice.

## OPERATING BUDGET

Higher Education Center	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
<b>Total – Higher Education Center</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>

## HIGHLIGHTS

The County continues to fund \$40,000 annually, which is consistent with the funding level from prior year.

## PERFORMANCE MEASURES

Indicators	Actual FY2018	Estimated FY2019	Projected FY2020
Total Number of Clients Served	1,116	1,263	1,577
Number of Clients Served – St. Mary’s County	670	758	946
Percent of total Clients Served from St. Mary’s County	60%	60%	60%
Academic Degree & Certification Programs Offered	90+	90+	90+
Number of Courses Offered	200	226	283
Number of Degree & Certificates Awarded by University & College Partners	221	250	312

# BOARD OF EDUCATION

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## DESCRIPTION

The Education Article of the Annotated Code of Maryland governs the conduct of public education in the State. The law provides that there shall be, throughout the State of Maryland, a general system of free public schools. A State Department of Education is established as a principal department of the State government. The State Board of Education determines overall elementary and secondary educational policies of the State. The law further provides that there is a county board of education for each county school system and that educational matters that affect the counties shall be under the control of the county board. The St. Mary's County Board of Education consists of five voting members and one student member. The Annotated Code of Maryland also requires that each county board prepare an annual budget for submission to the county fiscal authorities according to major budget categories.

## OPERATING BUDGET

BOARD OF EDUCATION	ACTUAL FY2018	APPROVED FY2019	APPROVED FY2020	% CHANGE
BOE - Recurring	\$102,189,940	\$103,852,525	\$106,242,921	2.3%
<b>Total County - BOE</b>	<b>\$102,189,940</b>	<b>\$103,852,525</b>	<b>\$106,242,921</b>	<b>2.3%</b>

### EXPENDITURES BY CATEGORY:

Administration	\$3,421,597	\$3,357,329	\$3,545,562	5.6%
Mid-Level Admin	15,938,296	16,304,178	16,809,844	3.1%
Instructional Salaries	77,922,920	80,590,442	81,901,980	1.6%
Instructional Textbooks & Supplies	6,844,255	2,769,776	3,786,220	36.7%
Other Instructional Costs	1,179,510	1,535,572	1,615,294	5.2%
Special Education	18,654,981	19,390,370	19,390,370	0%
Student Personnel Serv.	1,149,994	1,183,947	1,264,439	6.8%
Student Health Serv.	2,309,432	2,432,313	2,502,027	2.9%

# BOARD OF EDUCATION

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## OPERATING BUDGET (continued)

BOARD OF EDUCATION	ACTUAL FY2018	APPROVED FY2019	APPROVED FY2020	% CHANGE
<u>EXPENDITURES BY CATEGORY:</u>				
(continued)				
Student Transportation	\$16,042,870	\$16,718,358	\$17,324,559	3.6%
Operation of Plant	15,162,717	15,302,848	16,943,065	10.7%
Maintenance of Plant	3,912,442	4,063,336	4,523,947	11.3%
Fixed Charges	46,019,981	49,818,008	51,485,722	3.3%
Capital Outlay	<u>750,951</u>	<u>793,438</u>	<u>992,738</u>	25.1%
<b>TOTAL – GENERAL</b>				
<b>FUND-ALL SOURCES</b>	<b><u>\$209,309,946</u></b>	<b><u>\$214,259,915</u></b>	<b><u>\$222,085,767</u></b>	<b><u>3.7%</u></b>

## STAFFING

Board of Education	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
Unrestricted	1,980.25	1,991.12	2,009.37	1,995.87
Restricted	127.62	135.23	155.23	166.23
Food Service	<u>155.90</u>	<u>155.90</u>	<u>155.90</u>	<u>155.90</u>
<b>Board of Education</b>	<b>2,263.77</b>	<b>2,282.25</b>	<b>2,320.50</b>	<b>2,318.00</b>

Note: Includes Chesapeake Public Charter School

The budget of the Board of Education is based upon the following student data:

Level	FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget
Elementary/Pre-K	8,039	7,983	7,794	7,789
Middle	3,966	4,038	4,092	4,107
High	5,149	5,222	5,154	5,212
<b>K to 12 FTE's</b>	<b>17,154</b>	<b>17,243</b>	<b>17,040</b>	<b>17,108</b>

# BOARD OF EDUCATION

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## HIGHLIGHTS

The County's funding for the Board of Education (BOE) is budgeted at \$106,242,921, an increase of \$2,390,396 or 2.3% in recurring funding, over the prior year. State-mandated Maintenance of Effort (MOE) requires county funding of \$103,156,261 based on the MSDE Official Enrollment of 17,039.75 at September 30, 2018. County funding is towards the Board of Education's negotiated agreements for merit and health insurance and fund the 3% for instructional salaries to allow the BOE to seek grant funding of \$1.7 million.

When combined with the State/Federal/Other funding \$113,907,976 and \$1,934,870 of the Board of Education's Fund Balance, the total budget is \$222,085,767.

The Board of Education's budget also includes a revolving fund of \$7,853,740 for food services and a Restricted Fund of \$27,815,426, for Grants. The Capital Projects are presented separately and projects for Public Schools in FY2020 total \$13,577,562, including \$8,230,000 funded by the County.

# COLLEGE OF SOUTHERN MARYLAND

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## DESCRIPTION

The College of Southern Maryland (CSM) is an open-admission, comprehensive regional community college that fosters academic excellence and enhances lives in Southern Maryland. CSM's mission is to meet the diverse needs of students and the community by providing accessible, accredited, affordable, and quality learning opportunities for intellectual development, career enhancement, and personal growth. The College of Southern Maryland operates four campuses in the tri-county area with locations in Charles County, Calvert County, and St. Mary's County. The Leonardtown Campus is situated in St. Mary's County and provides comprehensive community college services to county residents. The college offers high quality transfer and occupational programs. Continuing education courses are offered for specialized training and for enrichment. The college supports and encourages economic development and community services. The college's primary purpose is instruction. Services, cultural and research activities are developed to the degree that they enhance and complement the instructional program or meet a specific community need. The college's open-door admissions policy encourages those who can benefit to participate in programs and activities.

## OPERATING BUDGET

College of Southern Maryland	FY2018 Actual	FY2019 Approved	FY2020 Request	FY2020 Approved
<b>County Funding</b>	<b>\$4,207,365</b>	<b>\$4,326,961</b>	<b>\$4,767,300</b>	<b>\$4,767,300</b>
Tuition/Fees	5,198,580	6,538,048	6,221,512	6,115,838
State, Federal, Other Revenue	<u>3,657,640</u>	<u>4,137,150</u>	<u>4,338,770</u>	<u>4,656,222</u>
<b>Total – CSM Revenues- All Sources</b>	<b>13,063,585</b>	<b>\$15,002,159</b>	<b>\$15,327,582</b>	<b>\$15,539,360</b>

# COLLEGE OF SOUTHERN MARYLAND

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## HIGHLIGHTS

The total budget for the College of Southern Maryland (CSM), Leonardtown Campus is increasing from \$15,002,159 to \$15,539,360 or \$537,201 more than the prior year. County funding is at \$4,767,300, which is an increase of \$440,339 or 10%. Increased funding is for upgraded technology and supplies for the Leonardtown Campus. The mandatory transfer for FY2020 is \$4,134,361.

## PERFORMANCE MEASURES

Indicators	Fall 2016	Fall 2017	Fall 2018
FTE Students – Leonardtown Campus Enrollment	2,136	2,146	2,081



# BOARD OF LIBRARY TRUSTEES

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## DESCRIPTION

The St. Mary's County Library provides public library services seven days a week to all County citizens. Branch libraries are located in the three major population centers - Lexington Park, Leonardtown, and Charlotte Hall. The Leonardtown library houses the administrative office. The libraries currently consist of approximately 56,000 square feet of floor space and have the capacity to hold over 265,000 items. The library also offers over 450,000 digital titles: e-books and magazines, digital audiobooks, music, movies and television shows. Major activities of the libraries include: collection development and maintenance; cataloguing and processing; circulation; reference; access to electronic resources and computer workshops; children's programming; interlibrary loan; and administration.

## OPERATING BUDGET

<b>Board of Library Trustees</b>	<b>FY2018 Actual</b>	<b>FY2019 Approved</b>	<b>FY2020 Request</b>	<b>FY2020 Approved</b>
Lexington Park Library	\$937,982	\$939,312	\$928,654	\$928,654
Leonardtown Library	758,387	791,659	918,611	918,611
Charlotte Hall Library	600,966	613,057	642,283	642,283
Administration	<u>1,481,792</u>	<u>1,520,303</u>	<u>1,544,485</u>	<u>1,504,353</u>
<b>Total Expenses - Library</b>	<b>\$3,779,127</b>	<b>\$3,864,331</b>	<b>\$4,034,033</b>	<b>\$3,993,901</b>
State, Federal, Other Revenue Sources	\$978,555	\$936,800	\$959,000	\$959,000
<b>County Funds – Library</b>	<b>2,800,572</b>	<b>2,878,050</b>	<b>3,004,278</b>	<b>2,964,146</b>
Fund Balance (Library)	<u>0</u>	<u>49,481</u>	<u>70,755</u>	<u>70,755</u>
<b>Total Revenues, All Funding Sources</b>	<b>\$3,779,127</b>	<b>\$3,864,331</b>	<b>\$4,034,033</b>	<b>\$3,993,901</b>

## HIGHLIGHTS

The total budget for the Board of Library Trustees is \$3,993,901, which is a net increase of \$129,570 or 3.4% over the prior year. County funding is recommended at \$2,964,146 which is a net increase of \$86,096 or 3% more than the prior year. This increase is primarily attributed to the one position starting mid-year and compensation related costs. Maintenance of effort for FY2020 is \$1,808,000, based on \$16 per resident.

# BOARD OF LIBRARY TRUSTEES

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## PERFORMANCE MEASURES

<b>Indicators</b>	<b>Actual FY2018</b>	<b>Estimated FY2019</b>	<b>Projected FY2020</b>
Physical Circulation of Books and Other Materials	1,411,486	1,415,000	1,415,000
Digital Circulation	90,474	105,000	125,000
Customer Visits	601,692	605,000	610,000
Program Attendance	30,102	31,000	34,000
Hours Open per Week (total for 3 libraries)	184	184	184
Physical Items in Collection	250,869	250,000	250,000
Digital Tiles Accessible	575,043	580,000	600,000
Uses of PC's	45,839	46,000	50,000
Number of Public PC's	120	120	130
Meeting Room Use Instances, Not Attendance	2,672	2,750	3,200

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**OTHER  
BUDGET  
COSTS**

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## **APPROPRIATION RESERVE**

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This represents funding authority recognized in the expense budget, which has corresponding (supplemental) revenue from grants or other revenues, but which is not specifically known at this time and therefore is not appropriated for a specific purpose. Generally, this is used for new or increased grant awards during the year, which have corresponding revenues. As funds are received, the revenues and associated expenditures will be re-allocated, through a budget amendment approved by the Commissioners of St. Mary's County, to the appropriate department appropriation authority, both revenues and expenses, is budgeted at \$1,500,000.

## **LEONARDTOWN TAX REBATE**

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The County Commissioners appropriate funds to the town of Leonardtown in recognition that the town provides certain services such as, planning and zoning, road maintenance and other public works services to its residents in lieu of the county providing those services. The amount is calculated based upon the assessed value of County-owned tax exempt property within the Leonardtown corporate limits. The major properties within the town limits include the Court House, Governmental Center, Hayden Farm, Health Department, and the Library. The formula equates to a tax differential rate of .89 cents per \$100 of assessed value for the taxpayers of Leonardtown. This is a decrease from last year's differential rate of .91 cents. The assessed value of the County Owned Nontaxable Real Property Assessments is \$36,947,400, requiring a payment of \$43,487.

## **EMPLOYER CONTRIBUTIONS – RETIREE HEALTH BENEFITS & UNEMPLOYMENT COSTS**

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This portion of the budget includes principally retiree health insurance, as well as unemployment insurance costs. The County government provides health insurance to its retirees based upon years of service.

Requirements from the Government Accounting Standards Board (GASB) require the recognition in financial statements beginning in FY2008 of the expense being incurred while employees work for the benefits that they will be paid as retirees. This is similar to current accounting for pension plans. Prior to FY2008, these costs were reflected in the budget based on actual premium payments for current retirees only.

The County has an actuarial valuation performed bi-annually. At June 30, 2018 the County's net OPEB liabilities was \$24.9 million. Based on the report completed on December 3, 2018, the total actuarial determined contribution is \$4,775,000 for FY2020. The County is including \$3.3 million for current retirees.

Unemployment for FY2020 is included at \$35,000; this is consistent with prior year as we do not anticipate an increase in County costs.

## **GENERAL / BANK ADMINISTRATION COSTS**

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A total of \$35,000 is allocated to cover service and related charges from financial institutions, including administrative fees for bond escrow accounts related to outstanding general obligation bonds.

# DEBT SERVICE

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This appropriation of \$13,645,203 funds the payment of debt service - principal and interest on debt for capital projects. Included in the FY2020 estimate for debt service includes a full year principal and interest payment on the borrowing of \$30,000,000 in FY2019 and one-half year interest on the planned borrowing of \$30,000,000 in FY2020. The estimated allocation of debt service, based on the capital projects being funded, is as follows:

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
<b>General Obligation</b>	\$9,819,175	\$3,721,572	\$13,540,747
<b>State Loans</b>	\$104,456	\$0	\$104,456

<b>Project Type</b>	<b>Current Debt</b>
Board of Education	\$6,024,771
Other Facilities	1,087,326
Roads	3,050,886
Solid Waste	31,995
CSM	665,099
Library	788,826
Parks	421,213
Public Safety	937,587
2020 Proposed	<u>637,500</u>
<b>Total</b>	<b>\$13,645,203</b>

# TRANSFERS & RESERVES

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## CAPITAL PROJECTS – GENERAL FUND TRANSFER –

The \$12,989,427 is reflected as a transfer from the General Fund to the Capital Projects Fund to fund several capital projects' costs.

\$760,586	Highways
25,000	Marine
9,817,841	Public Facilities
2,175,000	Parks Acquisitions & Development
<u>211,000</u>	Schools
\$12,989,427	Total

The planned general fund transfer for FY2021 is \$746,446.

## RAINY DAY –

This fund was established as a source of funding for budget years when the revenue estimates indicate a temporary shortfall from the level required to fund the County's operations and activities. It is part of Committed Fund Balance and is funded through budgeted additions that are set-aside at the start of the fiscal year. *This budget includes no funding for this reserve.* The Rainy Day Reserve balance is retained at \$1,625,000.

## BOND RATING –

This reserve is part of the Committed Funds in the Fund Balance, set at 6% of general fund revenues. The appropriation for FY2020 is \$400,000, level with the prior year. The Bond Rating Reserve balance is \$13,624,227 as of June 30, 2018.

## EMERGENCY RESERVE –

This reserve represents funding set aside annually which can be allocated during the fiscal year at the discretion of the Commissioners of St. Mary's County to fund unanticipated or under budgeted expenditures, such as weather-related events, or respond to other funding requests for items or activities not budgeted. The budget allocates \$500,000 to this reserve. Uses require specific action by the Commissioners of St. Mary's County.

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## ENTERPRISE AND SPECIAL REVENUE FUNDS

Enterprise funds are used to account for certain services and programs which are operated similar to separate business enterprises. Generally, fees and charges are levied at rates necessary to cover the costs of operation; thus enterprise fund activities are not dependent on taxes for their operating revenue.

The Department of Recreation and Parks operates two enterprise funds: the Recreation and Parks Activity Fund accounts for the operation of numerous countywide recreation programs, and the Wicomico Shores Enterprise Fund accounts for the operations of the County's public golf course.

The Solid Waste and Recycling Fund is a separate fund to capture the direct operating costs of the Solid Waste and Recycling divisions/activities and related fees.

The Miscellaneous Revolving Fund is a special revenue fund established to account for certain earmarked revenue sources designated to finance particular functions or activities.

The Emergency Services Support Fund is a separate fund to collect revenue (Emergency Service Support Fees) and expend resources for Advanced Life Support, LOSAP and base operating allocations to Fire & Rescue entities. This also funds the principal and interest on the Fire and Rescue Revolving Loan Fund debt.



## RECREATION AND PARKS ENTERPRISE FUND

Source and Use of Funds	FY2018	FY2019	FY2020	FY2020
	Actual	Approved	Requested	Approved
Child Care Programs	\$ 1,036,775	\$ 1,860,550	\$ 1,857,885	\$ 1,857,885
Therapeutic Division	134,872	293,350	161,431	161,431
Gymnastics Department	360,541	408,580	497,263	497,263
Leisure / Special Programs	108,549	191,909	226,665	226,665
Special Facilities	301,453	497,709	461,740	461,740
Sports Programs	440,894	519,490	512,610	512,610
General Administration	65,834	117,200	170,200	170,200
Appropriation Reserve	-	80,000	80,000	80,000
<b>Total Revenues</b>	<b>\$ 2,448,918</b>	<b>\$ 3,968,788</b>	<b>\$ 3,967,794</b>	<b>\$ 3,967,794</b>
Child Care Programs	\$ 792,140	\$ 1,737,570	\$ 1,659,670	\$ 1,706,495
Therapeutic Division	153,341	294,637	194,702	200,525
Gymnastics Department	386,291	386,763	494,742	507,955
Leisure / Special Programs	94,343	153,967	177,062	177,147
Special Facilities	515,124	702,080	634,764	650,551
Sports Programs	343,430	451,365	446,698	454,211
General Administration	193,755	200,009	229,242	231,162
Appropriation Reserve	-	80,000	80,000	80,000
<b>Total Expenditures</b>	<b>\$ 2,478,424</b>	<b>\$ 4,006,391</b>	<b>\$ 3,916,880</b>	<b>\$ 4,008,046</b>
Revenues Over(Under) Expenditures	\$ (29,506)	\$ (37,603)	\$ 50,914	\$ (40,252)
<b>Fund Equity (deficit) at June 30 - audited *</b>	<b>\$ 664,173</b>			

An enterprise fund is established to account for governmental services which are entirely or predominantly funded by user charges. Programs offered through the Recreation Division of the Department of Recreation and Parks are financed through fees established for the different activities. Programs and facilities include child care centers, summer day camps, sports programs, youth and adult leisure programs, amusement park ticket sales, gymnastics center, regional park, indoor recreation center, teen center, and museums.

\* Page 23 - FY2018 Audit

## WICOMICO SHORES GOLF ENTERPRISE FUND

Source and Use of Funds	FY2018 Actual	FY2019 Approved	FY2020 Requested	FY2020 Approved
Golf Operations	\$ 797,986	\$ 889,000	\$ 847,000	\$ 847,000
Government/Other Income	-	826	826	826
Restaurant	354,361	386,000	387,000	387,000
House	28,978	30,000	35,000	35,000
Interest Income	-	1,500	1,500	1,500
Golf Shop	50,832	69,000	58,000	58,000
Other/Miscellaneous	546	800	800	800
Appropriation Reserve	-	50,000	50,000	50,000
<b>Total Revenues</b>	<b>\$ 1,232,703</b>	<b>\$ 1,427,126</b>	<b>\$ 1,380,126</b>	<b>\$ 1,380,126</b>
Golf Operations	\$ 141,244	\$ 152,275	\$ 149,075	\$ 152,408
Greens and Grounds	417,875	444,149	429,849	455,306
Restaurant	374,832	382,943	371,693	362,447
House	67,617	82,500	69,800	69,800
Administration	125,586	144,992	139,492	272,230
Golf Shop	27,712	33,953	28,953	29,109
Capital	11,999	24,720	24,720	24,720
OPEB (post-retirement health)	36,000	36,000	36,000	36,000
Appropriation Reserve	-	50,000	50,000	50,000
<b>Total Expenditures, before debt service</b>	<b>\$ 1,202,865</b>	<b>\$ 1,351,532</b>	<b>\$ 1,299,582</b>	<b>\$ 1,452,020</b>
Debt Service - Building	\$ 72,274	\$ 72,275	\$ 76,249	\$ 76,249
<b>Total Expenditures, including debt service</b>	<b>\$ 1,275,139</b>	<b>\$ 1,423,807</b>	<b>\$ 1,375,831</b>	<b>\$ 1,528,269</b>
Revenues Over(Under) Expenditures-incl. debt	\$ (42,436)	\$ 3,319	\$ 4,295	\$ (148,143)
<b>Fund Equity (deficit) at June 30, exclusive of net capital assets, net of debt to General Fund, audited *</b>	<b>\$ (46,248)</b>			

The Wicomico Shores Golf Enterprise fund finances the public golf operation in St. Mary's County. The Wicomico Golf Course and Recreation Complex includes an 18-hole golf course, restaurant, banquet room, club house, pro shop, and two tennis courts. Primary revenue sources for this self-supporting enterprise are the greens fees generated through golf course operations and the revenue collections from the restaurant and banquet facility. All expenditures, including debt service on the financing, is funded by net revenues of the golf course operation.

\* Page 23 - FY2018 Audit - Unrestricted (\$791,650) + Advanced from General Fund \$745,402

## SOLID WASTE AND RECYCLING FUND

Source and Use of Funds	FY2018 Actual	FY2019 Approved	FY2020 Requested	FY2020 Approved
SW and Recycling Fees-Residential	\$ 3,172,692	\$ 4,009,055	\$ 4,047,100	\$ 4,134,760
General Gov/Other Income	52	12,848	-	-
Landfill Tipping Fee	425,165	360,000	400,000	420,000
Recycle Containers	119,122	90,000	90,000	120,000
State Grant	-	28,000	-	-
Appropriation Reserve	-	200,000	30,000	30,000
<b>Total Revenues</b>	<b>\$ 3,717,031</b>	<b>\$ 4,699,903</b>	<b>\$ 4,567,100</b>	<b>\$ 4,704,760</b>
<u>Solid Waste</u>				
Personal Services	\$ 930,996	\$ 961,253	\$ 951,112	\$ 1,034,706
Operating Supplies	29,339	35,500	36,600	36,600
Hauling & Post-Closure Costs	998,401	1,219,960	1,588,423	1,588,423
Communications	5,694	5,760	5,760	5,760
Transportation	60,821	60,000	61,000	61,000
Public Utility	20,497	28,167	28,167	28,167
Tipping Fees	1,198,327	1,298,393	1,403,282	1,403,282
Equipment	23,994	-	-	-
Retiree Health	23,000	23,000	23,000	23,000
Lease Payments	151,455	199,120	138,920	235,520
Appropriation Reserve	-	200,000	30,000	30,000
<b>Total, Solid Waste</b>	<b>\$ 3,442,524</b>	<b>\$ 4,031,153</b>	<b>\$ 4,266,264</b>	<b>\$ 4,446,458</b>
<u>Recycling</u>				
Personal Services	\$ 92,241	\$ 94,217	\$ 94,217	\$ 101,686
Operating Supplies	883	1,400	1,400	1,400
Professional Services	392,417	405,379	521,471	521,471
Communications	-	60	60	60
Transportation	3,012	3,000	3,000	3,000
Rentals	50,030	56,448	56,448	56,448
Hazardous Waste Day Events	75,228	75,175	84,827	84,827
Equipment & Furniture	-	-	-	43,355
Recycling Grant	-	28,000	-	-
<b>Total, Recycling</b>	<b>\$ 613,811</b>	<b>\$ 663,679</b>	<b>\$ 761,423</b>	<b>\$ 812,247</b>
<b>Total Expenditures</b>	<b>\$ 4,056,335</b>	<b>\$ 4,694,832</b>	<b>\$ 5,027,687</b>	<b>\$ 5,258,705</b>
Revenues Over (Under) Expenditures	\$ (339,304)	\$ 5,071	\$ (460,587)	\$ (553,945)
<b>Fund Equity (deficit) at June 30 - audited*</b>	<b>\$444,742</b>			

This enterprise fund captures the direct operating costs and related fees. The Solid Waste and Recycling Fee is collected annually through the Property Tax bills. Not included above are expenditures for capital projects and related debt service, indirect costs, overhead and administration; these are still carried as General Fund or Capital Project expenditures.

**FY2020 - Environmental Service Fee \$92.82** - Ordinance 2018 - 13 in Section 223 - 34 (3) allows for a 2% increase every year on July 1.

\* Page 23 - FY2018 Audit

## MISCELLANEOUS REVOLVING FUND

Source and Use of Funds	FY2018 Actual	FY2019 Approved	FY2020 Requested	FY2020 Approved
Fuel Operations	\$ 13,737	\$ 10,000	\$ 15,000	\$ 15,000
State's Attorney Drug Enforcement	31,967	5,000	15,000	15,000
Community Service Teen Court	2,500	1,000	1,000	1,000
Department of Aging Special Events/CRAC	140,408	120,000	120,000	120,000
LUGM - Historic Book	829	4,000	1,200	1,200
Sheriff's Federal Forfeiture Fund	158,464	-	-	-
Sheriff's "350 Years" Book	4,690	25,000	-	-
Sheriff's Local Forfeiture Fund	75,230	40,000	40,000	40,000
State's Attorney Project Graduation	85,215	71,050	79,100	79,100
St. Mary's County Weed Control	32,900	48,133	48,133	48,133
Appropriation Reserve	-	140,000	140,000	140,000
<b>Total Revenues</b>	<b>\$ 545,940</b>	<b>\$ 464,183</b>	<b>\$ 459,433</b>	<b>\$ 459,433</b>
Fuel Operations	\$ 9,080	\$ 10,000	\$ 10,000	\$ 10,000
Community Service Teen Court	-	1,000	1,000	1,000
Department of Aging Special Events/CRAC	114,490	120,000	120,000	120,000
LUGM - Historic Book	-	4,000	1,200	1,200
Sheriff's Federal Forfeiture Fund	3,000	200,000	200,000	200,000
Sheriff's 350 years Book	15,000	25,000	-	-
Sheriff's Local Forfeiture Fund	3,850	104,500	104,500	104,500
State's Attorney Drug Enforcement	5,075	78,943	78,943	82,725
State's Attorney Project Graduation	54,651	71,050	79,100	79,100
St. Mary's County Weed Control	34,300	48,133	48,133	48,133
Appropriation Reserve	-	140,000	140,000	140,000
<b>Total Expenditures</b>	<b>\$ 239,446</b>	<b>\$ 802,626</b>	<b>\$ 782,876</b>	<b>\$ 786,658</b>
Revenues Over (Under) Expenditures	\$ 306,494	\$ (338,443)	\$ (323,443)	\$ (327,225)
<b>Fund Equity (deficit) at June 30 - audited *</b>	<b>\$1,181,801</b>			

The Miscellaneous Revolving Fund is a special revenue fund established to account for certain earmarked revenue sources designed to finance particular functions or activities.

The combination of audited fund balance and projected revenues should equal or exceed the requested expenses.

\* Page 71 - FY2018 Audit

## EMERGENCY SERVICES SUPPORT FUND

Through an Emergency Services Tax, the County dedicates a funding stream for the County's emergency services activities and organizations, funded by that tax. By identifying a special tax, based on assessed property values, the Commissioners set into place a funding mechanism to allow emergency services organizations, including fire and rescue, to plan for the future.

The Emergency Services Support Tax funds are remitted by the Treasurer and credited to this revolving fund. Revenues generated are budgeted to support base allocations of \$23,000 and \$19,000 to each volunteer fire department and rescue squad, respectively, as well as for the other purposes listed below. The Emergency Services Support tax is \$0.024. It was set in FY2017.

Source and Use of Funds	FY2018 Actual	FY2019 Approved	FY2020 Requested	FY2020 Approved
Emergency Services – Support Tax	\$ 3,037,469	\$ 3,040,000	\$ 3,040,000	\$ 3,070,000
General Government - Other Income	-	1,880	-	-
Amoss (508) Grant - Fire & Rescue	300,000	300,000	300,000	300,000
Appropriation Reserve - Emergency Services	-	50,000	50,000	50,000
<b>Total Revenues</b>	<b>\$ 3,337,469</b>	<b>\$ 3,391,880</b>	<b>\$ 3,390,000</b>	<b>\$ 3,420,000</b>
Emergency Management Recruiting	\$ 101,272	\$ 184,817	\$ 166,317	\$ 172,419
Advanced Life Support Operating	585,281	702,531	702,531	702,531
Emergency Services Committee	199,503	179,560	205,140	209,140
Fire Department Operating Allocation	207,000	207,000	207,000	207,000
Fire Department LOSAP	713,752	752,212	758,978	758,978
Amoss (508) Grant - Fire	150,000	150,000	150,000	150,000
Rescue Squad Operating Allocation	133,000	133,000	133,000	133,000
Rescue Squad LOSAP	250,084	293,109	285,596	285,596
Amoss (508) Grant - Rescue	150,000	150,000	150,000	150,000
LOSAP OPEB	601,668	800,000	800,000	1,000,000
F & R Revolving Loan Fund, Debt Service	128,676	128,137	128,137	128,043
Appropriation Reserve - Emergency Services	-	50,000	50,000	50,000
<b>Total Expenditures</b>	<b>\$ 3,220,236</b>	<b>\$ 3,730,366</b>	<b>\$ 3,736,699</b>	<b>\$ 3,946,707</b>
Revenues Over (Under) Expenditures	\$ 117,233	\$ (338,486)	\$ (346,699)	\$ (526,707)
<b>Fund Equity (deficit) at June 30 - audited*</b>	<b>\$ 1,116,380</b>			

\* Page 120 - FY2018 Audit

# FIRE TAX

According to the St. Mary's County Code, a Fire Tax is to be assessed on every \$100 of assessed valuation of all real and personal property. The proceeds from the tax are distributed to those fire companies located in the election districts in which the money is collected. The fire companies submit an annual budget and independent audit report to the Commissioners of St. Mary's County. The funds received by the fire companies shall be used for the purpose of purchasing, repairing, replacing, operating, maintaining and housing their fire-fighting equipment and apparatus, and for the training of new volunteer firefighters.

DISTRICT	NUMBER OF PROPERTIES	RATES
Ridge - 1st Election District	3,607	3.6¢ per \$100 of assessment
Valley Lee - 2nd Election District	3,711	5.6¢ per \$100 of assessment
Leonardtown - 3rd Election District	7,662	2.4¢ per \$100 of assessment
Mechanicsville - 5th Election District 5th District Accounts 5,115 4th District Accounts 3,892	9,007	4.6¢ per \$100 of assessment
Hollywood - 6th Election District	5,777	4.4¢ per \$100 of assessment
Avenue – 7th Election District 7th District Accounts 3,166 4th District Accounts 1,035	4,201	5.6¢ per \$100 of assessment
Bay District - 8th Election District	13,012	5.0¢ per \$100 of assessment
St. George Island - 9th Election District	228	5.6¢ per \$100 of assessment

2018 Property taxable information

County Code Chapter 46 – Maximum Rate 5.6 cents per \$100 of assessment

# RESCUE TAX

The Rescue Tax is assessed at a rate per \$100 of assessed valuation of all real and personal property on property in each election district, as identified below. The proceeds from the tax are distributed by the Treasurer to those rescue squads located in the election districts in which the money is collected. The Rescue Squads submit an annual budget and audit report to support the expenditure of these funds, which are to be used for the purpose of purchasing, repairing, replacing, operating, maintaining and housing their Rescue equipment, and for the training of volunteer Rescue Personnel.

DISTRICT	NUMBER OF PROPERTIES	RATES
Ridge – 1st Election District	3,607	1.1¢ per \$100 of assessment
Valley Lee - 2nd Election District	3,711	1.7¢ per \$100 of assessment
Leonardtown - 3rd Election District	7,662	.9¢ per \$100 of assessment
Mechanicsville 5th Election District 5,114 4th Election District 3,892	9,007	2.0¢ per \$100 of assessment*
Hollywood - 6th Election District	5,777	1.4¢ per \$100 of assessment
Avenue 7th Election District 3,166 4th Election District 1,035	4,201	1.1¢ per \$100 of assessment
Lexington Park - 8th Election District	13,012	2.3¢ per \$100 of assessment
St. George’s Island - 9th Election District	228	1.7¢ per \$100 of assessment

2018 Property taxable information

\*Reflects approved rate FY2020

County Code Chapter 46 – Maximum Rate 3.0 cents per \$100 of assessment

# SPECIAL ASSESSMENT FUND

In St. Mary's County there are four distinct classifications of special assessments. These include: Shore erosion control, Roadway improvements and lighting, Storm water drainage, and Waterway dredging. Following are the current districts:

DISTRICT	NUMBER OF PROPERTIES	RATES
<b>Erosion Control</b>		
Holly Point Shore Erosion Control	4	\$3,139.12 – 25 years through 2032.
Holly Point Shore Erosion Control		\$2,160.20 – 25 years through 2032.
Holly Point Shore Erosion Control		\$2,270.30 – 25 years through 2032.
Holly Point Shore Erosion Control		\$3,933.03 – 25 years through 2032.
Villas on Waters Edge Shore Erosion	91	\$243.24 per property – 20 years through 2032.
<b>Roadway Improvement</b>		
Golf Course Drive	59	\$217.99 per property – 20 years through 2026.
Mulberry South	23	\$283.76 per owner – 20 years through 2021.
<b>Waterway Improvement</b>		
Kingston Creek Waterway	22	\$34.14 per parcel – 20 years through 2027.
Kingston Creek Waterway #2	25	\$674.75 per property – 25 years through 2037.
<b>Street Lights</b>		
SouthHampton Lighting	75	\$19.76 per lot – prior year SMECO charges

Depending upon the type of special assessment, the project may require interfund loans. Provision is then made for the benefiting property owner to pay installments through the property tax system on an annual basis. Debt Service required in FY2020 for existing Special Assessments will be \$48,694.



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## CAPITAL IMPROVEMENTS FUND

The St. Mary's County Code requires the annual adoption, by the Commissioners of St. Mary's County, of a separate capital budget and program. The capital *budget* is the plan of the County to receive and expend funds for capital projects during the first fiscal year included in the capital program. The capital *program* is the plan of the County to receive and expend funds for capital projects during the fiscal year covered by the capital budget and the succeeding five years thereafter.

The following pages are divided into three sections:

- 1) Fiscal Year 2020 Approved Capital Budget - by project and funding source
- 2) Fiscal Year 2021 – Fiscal Year 2025 Approved Capital Program
- 3) Detail project information showing funding sources and uses throughout the period covered by the budget and plan are categorized according to the following project classifications:

Land Conservation  
Highways  
Marine  
Public Facilities  
Public Schools  
Recreation and Parks  
Solid Waste

Projects are shown for the approved FY2020 appropriation year as well as the planned projects for fiscal years 2021 through 2025. Approved financing is presented in total for each of the respective years.

Capital project expenditures and revenues are accounted for in a separate Capital Improvements Fund.

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## APPROVED CAPITAL BUDGET - FY2020

CAPITAL PROJECT	Total	Bonds	X-fer Tax	Impact Fees	Pay-Go	State /Fed	Other
<b>HIGHWAYS</b>							
Asphalt Overlay	4,530,000	4,530,000					
Buck Hewitt Road - Phase 4	108,540				21,708	86,832	
Culvert Replacement & Repair	775,000	581,122			193,878		
FDR Boulevard Extended (MD 4 to Pegg	450,000	300,000		150,000			
Modified Seal Surface Treatment	844,000		674,000		170,000		
Mt. Wolfe Roundabout	523,106	523,106					
Neighborhood Drainage Improvements	590,000	590,000					
NPDES Permit - Municipal Separate Storm	1,830,501	1,830,501					
Patuxent Park Neighborhood Preservation	6,000,000	6,000,000					
Retrofit Sidewalk Program	285,000				285,000		
Roadway Base Widening	25,000				25,000		
Roadway Safety Improvements	165,000		140,000		25,000		
South Shangri-La Drive Sidewalk Retrofit	100,000	100,000					
Southampton Neighborhood	725,220	725,220					
Street Lighting & Streetscape	105,000		105,000				
Transportation Plan Update	40,000				40,000		
<b>Total Highways</b>	<b>17,096,367</b>	<b>15,179,949</b>	<b>919,000</b>	<b>150,000</b>	<b>760,586</b>	<b>86,832</b>	<b>0</b>
<b>LAND CONSERVATION</b>							
Agricultural Land Preservation Programs	3,333,333		446,654			2,000,000	886,679
Rural Legacy Program	5,614,140		1,403,535			4,210,605	
<b>Total Land Conservation</b>	<b>8,947,473</b>	<b>0</b>	<b>1,850,189</b>	<b>0</b>	<b>0</b>	<b>6,210,605</b>	<b>886,679</b>
<b>MARINE</b>							
South Sandgates Revetment	509,790				25,000	484,790	
St. Jerome's Creek Jetties	167,650	59,075				83,825	24,750
St Patrick Creek Maintenance Dredge	600,000					600,000	
<b>Total Marine</b>	<b>1,277,440</b>	<b>59,075</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>1,168,615</b>	<b>24,750</b>
<b>PUBLIC FACILITIES</b>							
Adult Detention Center Upgrades,	11,854,000	5,504,079			838,921	5,511,000	
Airport Improvements	4,410,000				640,500	3,769,500	
Airport Wetlands	55,000	55,000					
Building Maintenance & Repairs - Critical	455,000		455,000				
Building Maintenance & Repairs-	590,000	590,000					
Emergency Communications Center Exp	170,000	170,000					
Facilities Master Plan Update	100,000			100,000			
Fire and Rescue Revolving Loan Fund	800,000			800,000			
Health Department Renovations	190,950					190,950	
North County Farmers Market	1,851,650	1,651,650				200,000	
Parking & Site Improvements	200,000			200,000			
Public Administration Enterprise Software	250,000				250,000		
Public Safety Computer Aided Dispatch	2,500,000				2,500,000		
Radio System Upgrades	2,168,000	2,168,000					
Regional Meat Processing Facility	800,000						800,000
Salt Storage Facility Replacement	95,000				95,000		
Sheriff's District 4 Office	100,000				100,000		
St. Mary's County Animal Shelter New	5,308,420				5,308,420		
Vehicle Maintenance Facility Addition	85,000				85,000		
<b>Total Public Facilities</b>	<b>31,983,020</b>	<b>10,138,729</b>	<b>1,555,000</b>	<b>0</b>	<b>9,817,841</b>	<b>9,671,450</b>	<b>800,000</b>
<b>RECREATION &amp; PARKS</b>							
Elms Beach Park Improvements	200,000		200,000				
Great Mills Property Master Plan	100,000				100,000		
Lexington Manor Passive Park	350,000	350,000					
Multi-Purpose Synthetic/Turf Fields	3,420,000	1,100,000			2,000,000		320,000
Myrtle Point Park	275,000			275,000			
Park Land and Facility Acquisition	246,431					246,431	
Recreation Facility & Park Improvements	1,762,000	1,762,000					
Recreation/Community Center	75,000				75,000		
Shannon Farm Property	150,000	150,000					
Snow Hill Park	150,000				150,000		
Sports Complex	370,000	370,000					
St. Clement's Island Museum Renovations	940,500	485,250			20,000	435,250	
Three Notch Trail - Phase Seven	700,000	700,000					
<b>Total Parks Acquisition /Development</b>	<b>8,738,931</b>	<b>4,917,250</b>	<b>475,000</b>	<b>170,000</b>	<b>2,175,000</b>	<b>681,681</b>	<b>320,000</b>

## APPROVED CAPITAL BUDGET - FY2020

CAPITAL PROJECT	Total	Bonds	X-fer Tax	Impact Fees	Pay-Go	State /Fed	Other
<b>PUBLIC SCHOOLS</b>							
Aging School Program	60,000				7,000	53,000	
Building Infrastructure - Critical	650,000	177,000	473,000				
Building Infrastructure - Programmatic	843,000	225,000	618,000				
Dynard ES Roof/HVAC Replacement &	386,000	386,000			0	0	
Great Mills HS Partial Roof Replacement	2,441,562	1,558,000				883,562	
Green Holly ES - Partial Roof Replacement	1,000,000	1,000,000					
Green Holly ES - Switch Gear & HVAC	2,606,000	348,000				2,258,000	
Hollywood ES Roof/HVAC Replace &	1,537,000	642,000				895,000	
Mechanicsville Elementary School	47,000				47,000		
Park Hall ES Roof/HVAC Replace & Sewer	1,725,000	811,000				914,000	
Park Hall ES State Relocatables	301,000				157,000	144,000	
Relocatables for Various Sites	385,000		385,000				
Safety & Security Projects	1,596,000	1,396,000				200,000	
<b>Total Public Schools</b>	<b>13,577,562</b>	<b>6,543,000</b>	<b>1,476,000</b>	<b>0</b>	<b>211,000</b>	<b>5,347,562</b>	<b>0</b>
<b>SOLID WASTE</b>							
Clements Convenience Center	80,000	80,000					
<b>Total Solid Waste</b>	<b>80,000</b>	<b>80,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>\$81,700,793</b>	<b>\$36,918,003</b>	<b>\$6,275,189</b>	<b>\$320,000</b>	<b>\$12,989,427</b>	<b>\$23,166,745</b>	<b>\$2,031,429</b>

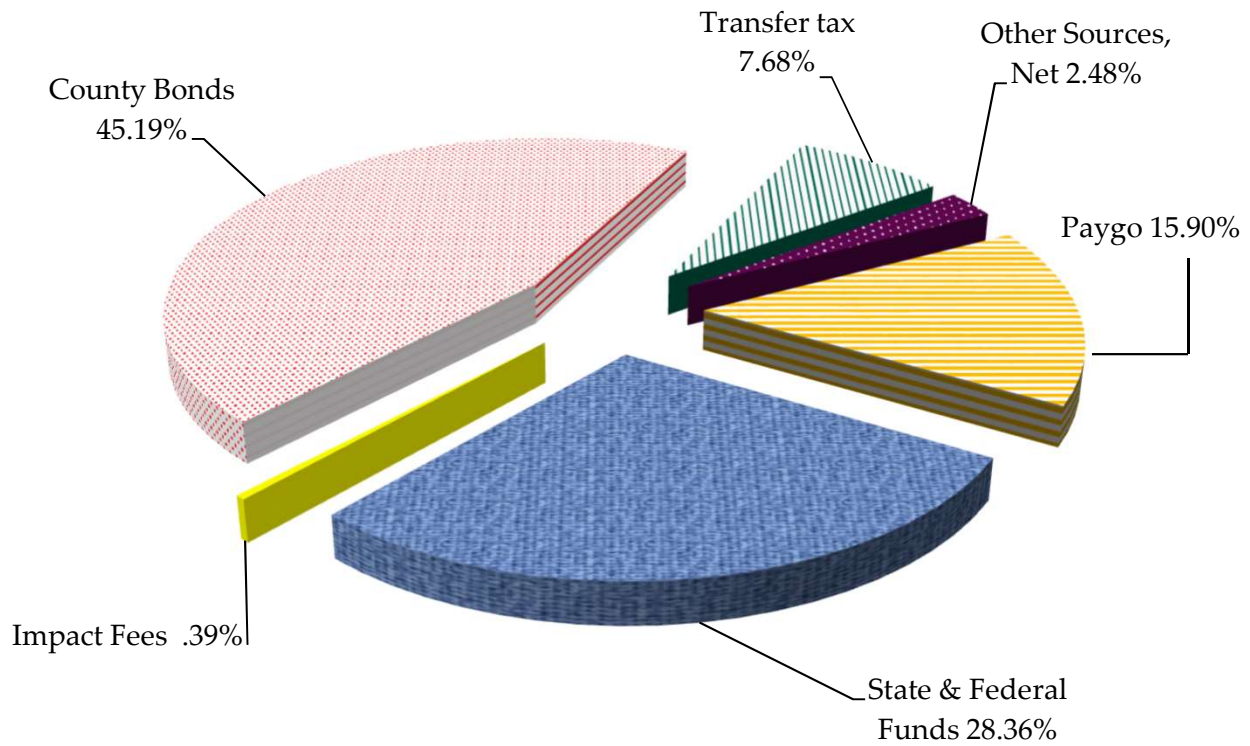
## SUMMARY

Project Type	Total	Bonds	X-fer Tax	Impact Fees	Pay-Go	State /Fed	Other
Highways	17,096,367	15,179,949	919,000	150,000	760,586	86,832	0
Land	8,947,473	0	1,850,189	0	0	6,210,605	886,679
Marine	1,277,440	59,075	0	0	25,000	1,168,615	24,750
Public Facilities	31,983,020	10,138,729	1,555,000	0	9,817,841	9,671,450	800,000
Parks Acquisition & Development	8,738,931	4,917,250	475,000	170,000	2,175,000	681,681	320,000
Public Schools	13,577,562	6,543,000	1,476,000	0	211,000	5,347,562	0
Solid Waste	80,000	80,000	0	0	0	0	0
<b>TOTAL</b>	<b>\$81,700,793</b>	<b>\$36,918,003</b>	<b>\$6,275,189</b>	<b>\$320,000</b>	<b>\$12,989,427</b>	<b>\$23,166,745</b>	<b>\$2,031,429</b>

Included in the funding identified above are the normal annual collections of capital project funding sources as well as accumulated unapplied resources, which may result from collections that exceed estimates or expenditures that are less than budgeted. To the extent that such variances occur, these excess funds are retained within the capital projects fund and applied to subsequent years' capital projects, based on the approved budget.

Estimated annual impact fee collections for FY2020 are: Roads-\$150,000; Parks-\$190,000; Schools-\$1,350,000.

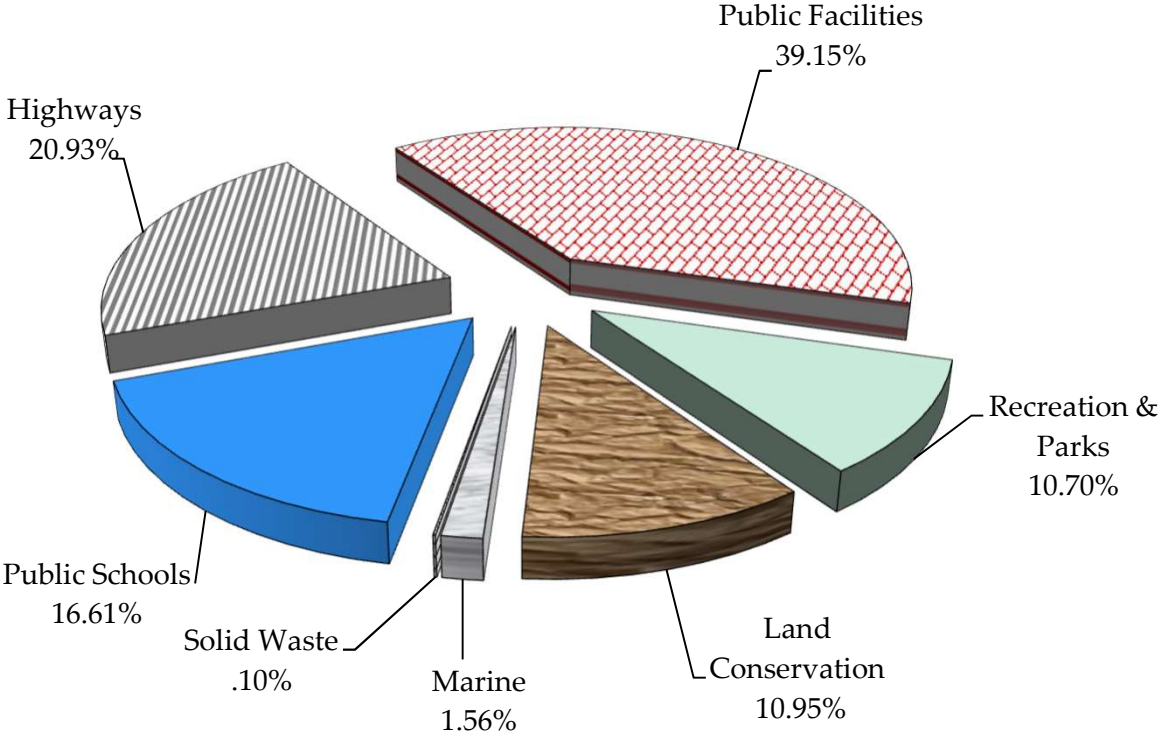
## FISCAL YEAR 2020 CAPITAL BUDGET - FUNDING SOURCES




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State & Federal Funding	\$ 23,166,745
Local Funds:	
County Bonds	36,918,003
Pay-go	12,989,427
Transfer Taxes	6,275,189
Other Sources: Recordation Fees/Agricultural Tax/Fee-in-Lieu	2,031,429
Impact Fees	<u>320,000</u>
Total	<u>\$81,700,793</u>

# FISCAL YEAR 2020 CAPITAL BUDGET - PROJECTS




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Public Facilities	\$ 31,983,020
Highways	17,096,367
Public Schools	13,577,562
Land Conservation	8,947,473
Recreation & Parks (includes Public Land)	8,738,931
Marine	1,277,440
Solid Waste	<u>80,000</u>
<b>Total</b>	<b><u>\$81,700,793</u></b>

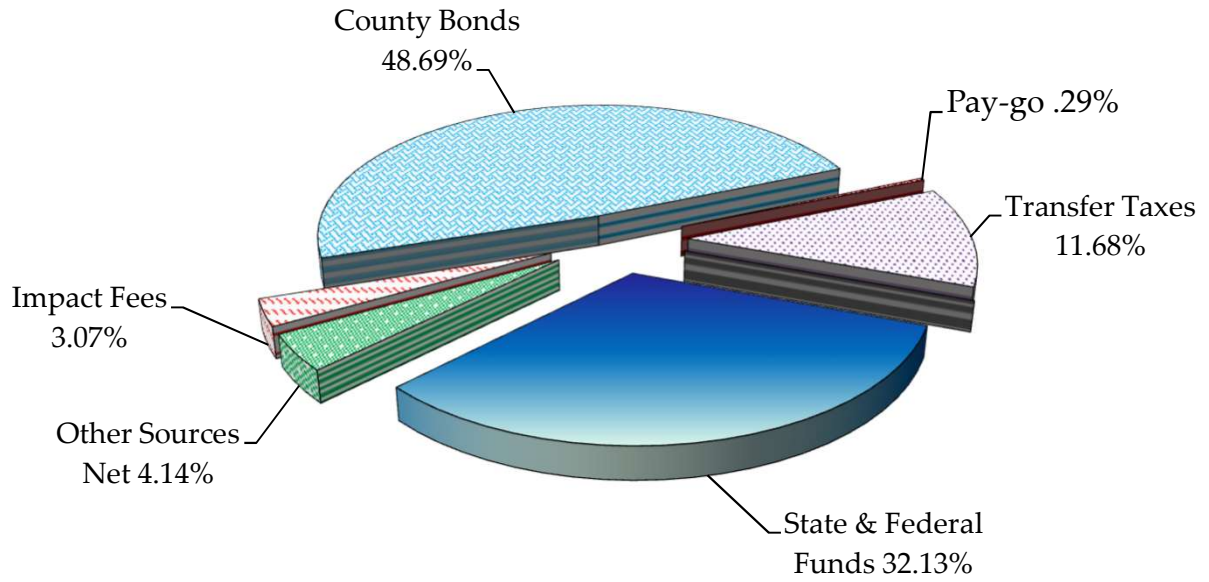
**APPROVED 2020 CAPITAL BUDGET AND FY2021 TO FY2025 PLAN**

CAPITAL PROJECT	FY2020 Total	Recommended 5-Year Capital Plan				
		FY2021 Total	FY2022 Total	FY2023 Total	FY2024 Total	FY2025 Total
<b>HIGHWAYS</b>						
Asphalt Overlay	4,530,000	4,500,000	4,500,000	4,500,000	4,500,000	4,500,000
Buck Hewitt Road - Phase 4	108,540	0	0	0	0	0
Buck Hewitt Road Sidewalk - North Side	0	0	755,000	0	0	0
CSM/Governmental Center Interparcel Access	0	120,000	417,500	527,500	0	0
Culvert Replacement & Repair	775,000	700,000	545,000	585,000	525,000	525,000
FDR Boulevard Extended (MD 4 to Pegg Rd)	450,000	7,036,550	0	0	0	0
Modified Seal Surface Treatment	844,000	844,000	844,000	844,000	844,000	844,000
Mt. Wolfe Roundabout	523,106	0	0	0	0	0
Neighborhood Drainage Improvements and Rehabilitation	590,000	620,000	620,000	620,000	570,000	570,000
NPDES Permit - Municipal Separate Storm Sewer System (MS4)	1,830,501	1,459,956	1,474,556	1,489,301	1,504,194	1,519,236
Patuxent Park Neighborhood Preservation Program	6,000,000	0	0	0	0	0
Pegg Road Sidewalk Retrofit	0	100,000	362,500	10,000	0	0
Retrofit Sidewalk Program	285,000	275,000	275,000	275,000	275,000	275,000
Roadway Base Widening	25,000	266,500	0	0	0	0
Roadway Safety Improvements	165,000	125,000	65,000	0	0	0
South Shangri-La Drive Sidewalk Retrofit	100,000	362,500	347,500	0	0	0
Southampton Neighborhood Revitalization	725,220	60,000	2,338,200	0	2,553,120	0
Street Lighting & Streetscape Improvements	105,000	255,000	60,000	0	0	0
Transportation Plan Update	40,000	20,000	0	0	0	0
<b>Total Highways</b>	<b>17,096,367</b>	<b>16,744,506</b>	<b>12,604,256</b>	<b>8,850,801</b>	<b>10,771,314</b>	<b>8,233,236</b>
<b>LAND CONSERVATION</b>						
Agricultural Land Preservation Programs	3,333,333	3,333,333	3,333,333	3,333,333	3,333,333	3,333,333
Rural Legacy Program	5,614,140	4,200,000	4,200,000	4,200,000	4,200,000	4,200,000
<b>Total Land Conservation</b>	<b>8,947,473</b>	<b>7,533,333</b>	<b>7,533,333</b>	<b>7,533,333</b>	<b>7,533,333</b>	<b>7,533,333</b>
<b>MARINE</b>						
South Sandgates Revetment	509,790	0	0	0	0	0
St. Jerome's Creek Jetties	167,650	167,650	716,000	6,051,500	6,051,500	0
St Patrick Creek Maintenance Dredge	600,000	100,000	0	0	0	0
<b>Total Marine</b>	<b>1,277,440</b>	<b>267,650</b>	<b>716,000</b>	<b>6,051,500</b>	<b>6,051,500</b>	<b>0</b>
<b>PUBLIC FACILITIES</b>						
Adult Detention Center Upgrades, Housing & Med Units	11,854,000	12,162,000	3,000,000	0	0	0
Airport Improvements	4,410,000	7,692,000	5,960,000	75,000	0	0
Airport Wetlands	55,000	0	0	0	0	0
Building Maintenance & Repairs - Critical	455,000	440,000	428,000	403,000	300,000	0
Building Maintenance & Repairs-Programmatic	590,000	415,000	385,000	325,000	395,000	0
Emergency Communications Center Exp	170,000	220,000	1,952,400	0	0	0
Facilities Master Plan Update	100,000	0	0	0	0	0
Fire and Rescue Revolving Loan Fund	800,000	0	0	0	0	0
Health Department Renovations	190,950	5,783,000	104,500	0	0	0
North County Farmers Market	1,851,650	0	0	0	0	0
Parking & Site Improvements	200,000	135,000	0	90,000	0	0
Public Administration Enterprise Software Upgrade	250,000	750,000	0	0	0	0
Public Safety Computer Aided Dispatch and Replacement/Enhancement Project	2,500,000	0	0	0	0	0
Radio System Upgrades	2,168,000	0	0	0	0	0
Regional Meat Processing Facility	800,000	0	0	0	0	0
Salt Storage Facility Replacement	95,000	2,050,700	0	0	0	0
Sheriff's District 4 Office	100,000	0	0	0	0	0
St. Mary's County Animal Shelter New Bldg	5,308,420	0	0	0	0	0
Vehicle Maintenance Facility Addition	85,000	0	420,000	0	0	0
<b>Total Public Facilities</b>	<b>31,983,020</b>	<b>29,647,700</b>	<b>12,249,900</b>	<b>893,000</b>	<b>695,000</b>	<b>0</b>
<b>RECREATION &amp; PARKS</b>						
Central County Park	0	0	350,000	0	3,920,000	0
Elms Beach Park Improvements	200,000	1,408,637	1,156,275	0	0	0
Great Mills Property Master Plan	100,000	0	0	0	0	0
Lexington Manor Passive Park	350,000	250,000	0	0	0	0
Multi-Purpose Synthetic/Turf Fields	3,420,000	3,805,000	0	0	0	0
Myrtle Point Park	275,000	0	2,900,000	0	0	0
Park Land and Facility Acquisition	246,431	246,431	246,431	246,431	246,431	246,431
Recreation Facility & Park Improvements	1,762,000	515,000	300,000	285,000	275,000	180,000
Recreation/Community Center	75,000	0	450,000	0	0	15,800,000

**APPROVED 2020 CAPITAL BUDGET AND FY2021 TO FY2025 PLAN**

CAPITAL PROJECT	FY2020 Total	FY2021 Total	Recommended 5-Year Capital Plan			
			FY2022 Total	FY2023 Total	FY2024 Total	FY2025 Total
<b>RECREATION &amp; PARKS - CONTINUED</b>						
Shannon Farm Property	150,000	0	0	0	2,360,000	0
Snow Hill Park	150,000	275,000	0	3,000,000	3,000,000	0
Sports Complex	370,000	4,168,750	0	0	0	2,701,250
St. Clement's Island Museum Renovations	940,500	0	330,000	0	0	0
Three Notch Trail - Phase Eight	0	350,000	0	5,100,000	0	0
Three Notch Trail - Phase Seven	700,000	0	0	0	0	0
<b>Total Parks Acquisition /Development</b>	<b>8,738,931</b>	<b>11,018,818</b>	<b>5,732,706</b>	<b>8,631,431</b>	<b>9,801,431</b>	<b>18,927,681</b>
<b>PUBLIC SCHOOLS</b>						
Aging School Program	60,000	0	0	0	0	0
Building Infrastructure - Critical	650,000	949,000	830,000	434,000	355,000	653,000
Building Infrastructure - Programmatic	843,000	1,060,000	1,227,000	799,000	642,000	925,000
Chopticon HS HVAC Systemic Renovation	0	0	0	0	125,000	0
Dynard ES Roof/HVAC Replacement & Emergency Pwr	386,000	2,948,000	4,091,000	0	0	0
Great Mills HS Partial Roof Replacement	2,441,562	0	0	0	0	0
Great Mills HS Partial Roof Replacement (Second Part)	0	42,000	0	3,024,000	2,992,000	0
Green Holly ES - Partial Roof Replacement	1,000,000	0	0	0	0	0
Green Holly ES Roof/HVAC Systemic Renovation	0	0	0	59,000	708,000	0
Green Holly ES - Switch Gear & HVAC Replacement	2,606,000	2,797,000	0	0	0	0
Hollywood ES Roof/HVAC Replace & Emergency Power	1,537,000	0	0	0	0	0
Lettie Marshall Dent ES Addition, HVAC, Electric & Tank	0	62,000	3,650,000	4,544,000	0	0
Mechanicsville Elementary School Modernization	47,000	2,763,000	1,232,000	3,946,000	1,696,000	0
Park Hall ES Roof/HVAC Replace & Sewer Lift Station	1,725,000	0	0	0	0	0
Park Hall ES State Relocatables	301,000	0	0	0	0	0
Piney Point ES HVAC Systemic Renovation	0	0	40,000	481,000	2,248,000	2,100,000
Relocatables for Various Sites	385,000	385,000	385,000	0	0	0
Safety & Security Projects	1,596,000	6,590,000	0	0	0	0
School Capacity Study K-12	0	175,000	0	0	0	0
Town Creek ES HVAC Systemic Renovation	0	24,000	290,000	2,781,000	369,000	0
<b>Total Public Schools</b>	<b>13,577,562</b>	<b>17,795,000</b>	<b>11,745,000</b>	<b>16,068,000</b>	<b>9,135,000</b>	<b>3,678,000</b>
<b>SOLID WASTE</b>						
Clements Convenience Center Improvements	80,000	545,000	0	0	0	0
<b>Total Solid Waste</b>	<b>80,000</b>	<b>545,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>\$81,700,793</b>	<b>\$83,552,007</b>	<b>\$50,581,195</b>	<b>\$48,028,065</b>	<b>\$43,987,578</b>	<b>\$38,372,250</b>
<b>Capital Project Summary - By Type</b>						
Highways	17,096,367	16,744,506	12,604,256	8,850,801	10,771,314	8,233,236
Land	8,947,473	7,533,333	7,533,333	7,533,333	7,533,333	7,533,333
Marine	1,277,440	267,650	716,000	6,051,500	6,051,500	0
Public Facilities	31,983,020	29,647,700	12,249,900	893,000	695,000	0
Parks Acquisition & Development	8,738,931	11,018,818	5,732,706	8,631,431	9,801,431	18,927,681
Public Schools	13,577,562	17,795,000	11,745,000	16,068,000	9,135,000	3,678,000
Solid Waste	80,000	545,000	0	0	0	0
<b>Total</b>	<b>\$81,700,793</b>	<b>\$83,552,007</b>	<b>\$50,581,195</b>	<b>\$48,028,065</b>	<b>\$43,987,578</b>	<b>\$38,372,250</b>
<b>Capital Project Summary - By Source of Funds</b>						
State/Federal	23,166,745	30,536,225	16,996,953	18,557,931	13,008,931	5,896,431
Impact Fees - Schools	0	6,886,550	0	0	0	0
Impact Fees -Roads	150,000	150,000	150,000	150,000	0	0
Impact Fees - Parks	170,000	0	210,000	190,000	190,000	190,000
Transfer Taxes	6,275,189	6,140,000	6,160,000	6,200,000	6,200,000	6,204,000
Ag/Recordation	500,000	500,000	500,000	500,000	500,000	500,000
Ag/Transfer	40,000	40,000	40,000	40,000	40,000	40,000
Cigarette Restitution Funds	346,679	346,679	346,679	346,679	346,679	346,679
Forestation/Critical Area/Private	1,144,750	1,021,181	0	0	0	5,500,000
Pay-Go	12,989,427	764,446	0	0	0	0
Bonds	36,918,003	37,166,926	26,177,563	22,043,455	23,701,968	19,695,140
<b>Total</b>	<b>\$81,700,793</b>	<b>\$83,552,007</b>	<b>\$50,581,195</b>	<b>\$48,028,065</b>	<b>\$43,987,578</b>	<b>\$38,372,250</b>

## FISCAL YEAR 2021 – FISCAL YEAR 2025 CAPITAL PLAN - FUNDING SOURCES

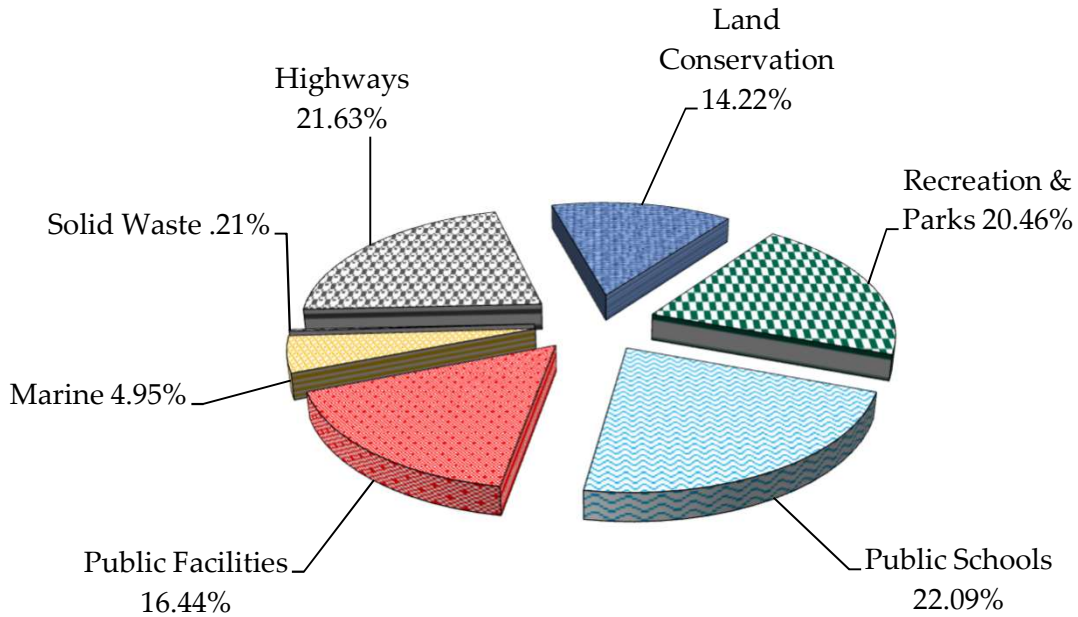



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State & Federal Funding	\$84,996,471
Local Funds:	
County Bonds	128,785,052
Transfer Taxes	30,904,000
Other Sources Recordation Fees/Agricultural Tax/Mitigation	10,954,576
Impact Fees	8,116,550
Pay-go	<u>764,446</u>
Total	<u>\$264,521,095</u>



## FISCAL YEAR 2021 - FISCAL YEAR 2025 CAPITAL PLAN - PROJECTS




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Public Schools	\$58,421,000
Highways	57,204,113
Recreation and Parks (includes Public Landings)	54,112,067
Public Facilities	43,485,600
Land Conservation	37,666,665
Marine	13,086,650
Solid Waste	<u>545,000</u>
<b>Total</b>	<b><u>\$264,521,095</u></b>






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# HIGHWAYS




<b>Project Title</b> Asphalt Overlay	<b>Project Number</b> HW-1901	<b>Classification</b> Highways
<b>Project Description</b> Overlay, widen, upgrade, and perform pavement and system preservation improvements to existing roads throughout the County. Update the Pavement Management Program annually. May include crack sealing and Hot In Place Asphalt Recycling as appropriate. The County's Asphalt Overlay Program is used to widen, upgrade and strengthen roadway surfaces on collector roads. The overlay thickness varies from 1.5" to 2", depending on the surface condition. Preparatory and follow-up work, as necessary, is performed to include re-striping which is approximately \$0.052 / l.f. Approximately 16 to 20 miles of roadway are overlaid annually. Approximately 20%-25% of the budget is for rental equipment and labor, 10% for materials (i.e., pipes, gravel, seed, mulch, paving fabric, etc.), 6.5% for driveway tie-ins, 5% for pavement patching, and 53.5% for asphalt. Varies depending on roadway condition, curb and gutter, paved shoulders. As part of the Pavement Management Program (PMP), a system wide conditions assessment is funded and was completed in CY2016 to help guide the system preservation programs (asphalt overlay and modified seal). A large number of subdivision street pavements are at or approaching their 20-25 year service life, urban sections with curb and gutter will require milling operations. The County currently averages acceptance of 4 to 6 miles of new roads per year.		 <p data-bbox="812 703 1531 829"> <b>Compliance With Comprehensive Plan Section</b>                      11.3.2.A Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1                 </p>
<b>Discussion of Operating Budget Impact</b> There are no significant impacts to the operating budget anticipated.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING (PMP)	30,000		30,000						
LAND ACQUISITION									
CONSTRUCTION	25,110,000	2,730,000	3,730,000	3,730,000	3,730,000	3,730,000	3,730,000	3,730,000	
DEMOLITION									
INSPECTION									
UTILITIES									
EQUIPMENT RENTAL	5,140,000	520,000	770,000	770,000	770,000	770,000	770,000	770,000	
<b>TOTAL COSTS</b>	<b>30,280,000</b>	<b>3,250,000</b>	<b>4,530,000</b>	<b>4,500,000</b>	<b>4,500,000</b>	<b>4,500,000</b>	<b>4,500,000</b>	<b>4,500,000</b>	

Funding Schedule									
BONDS	23,526,071	2,395,109	4,530,000	4,500,000	4,500,000	3,211,654	2,772,654	1,616,654	
TRANSFER TAXES	5,899,038					1,288,346	1,727,346	2,883,346	
IMPACT FEES									
PAY-GO	854,891	854,891							
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>30,280,000</b>	<b>3,250,000</b>	<b>4,530,000</b>	<b>4,500,000</b>	<b>4,500,000</b>	<b>4,500,000</b>	<b>4,500,000</b>	<b>4,500,000</b>	

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING- FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						


<b>Project Title</b> Buck Hewitt Road - Phase 4	<b>Project Number</b> HW-1103	<b>Classification</b> Highways
<b>Project Description</b> Construct approximately 825 feet of urban major collector roadway with curb, gutter and sidewalk to tie into the completed State Highway Administration improvements on Chancellors Run Road (MD 237). The roadway will match the existing 11 foot lanes of the adjacent approaches. The existing right-of-way is 50 feet in width. Prior approval includes \$880,840 in obligated State Aid for design and construction. Estimated cost for construction is approximately \$1,316/foot plus 10% contingencies with 80% State Aid funding and a 20% County match. The following project estimates are contingent upon the obligation of additional State Aid Funding; the 20% County match is already budgeted. Estimated advertisement for construction is late summer 2019, with a construction start in Fall 2019. Estimated project completion for Buck Hewitt Road is the 2nd quarter of calendar year 2020. A related project is the Buck Hewitt Road Sidewalk-North Side project.		 <p data-bbox="812 703 1531 829"> <b>Compliance With Comprehensive Plan Section</b>                      11.3.2.A Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1                 </p>
<b>Discussion of Operating Budget Impact</b> The County will need to maintain the new SWM infrastructure, pavement and concrete provided under this project beginning 2020. SWM annual maintenance costs estimated at \$4,125.		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ENGINEERING/SURVEY	150,000	150,000							
LAND ACQUISITION	144,000	144,000							
CONSTRUCTION	1,085,400	1,085,400							
INSPECTION/TESTING	26,050	26,050							
UTILITY RELOCATION	200,000	200,000							
CONTINGENCIES (10%)	120,600	120,600							
CONSTRUCTION MANAGEMENT (10%)	108,540		108,540						
<b>TOTAL COSTS</b>	<b>1,834,590</b>	<b>1,726,050</b>	<b>108,540</b>						

Funding Schedule									
BONDS									
TRANSFER TAXES	224,670	224,670							
IMPACT FEES- MITIGATION	120,540	120,540							
PAY-GO	21,708		21,708						
STATE FUNDS	1,467,672	1,380,840	86,832						
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>1,834,590</b>	<b>1,726,050</b>	<b>108,540</b>						

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
Stormwater Management Maintenance-FILTERA DEVICES	4,125					
<b>TOTAL COSTS</b>	<b>4,125</b>					

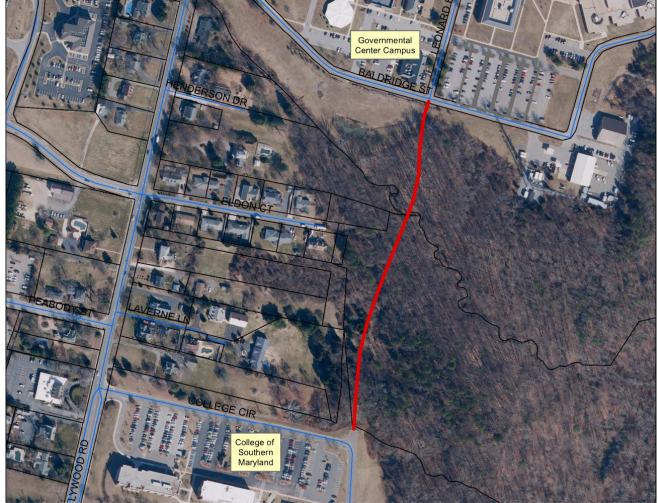


<b>Project Title</b> Buck Hewitt Road Sidewalk- North Side	<b>Project Number</b> HW-1403	<b>Classification</b> Highways
<b>Project Description</b> Construction of approximately 2,845 linear feet of sidewalk, curb and gutter, drainage facilities, and stormwater management improvements on the north side of Buck Hewitt Road between Oriole Drive and Old Hewitt Road, to complete sidewalk connectivity between Three Notch Road (MD235) and Chancellor's Run Road. The project will improve pedestrian circulation and safety to shopping, parks, and adjacent residential communities. Prior Approval - Begin initial design for a sidewalk retrofit project on Buck Hewitt Road (north side) with 80% State Aid funding and a 20% County match, and perform final design and property / easement acquisition. A related project is HW 1103 (Buck Hewitt Road - Phase 4). Due to revised estimates received from the design engineer (attached) combined with the lack of available federal funds remaining (\$259,122) unobligated; the budget requires modification to address unfunded obligations. Currently the project is funded at an 80% State-Aid Funding and a 20% County match. The balance of the project unfunded will require funding from the County. Related projects utilizing available State-Aid funding is HW-1103, Buck Hewitt Road-Phase 4. Estimated project completion for Buck Hewitt Road is the 4th quarter of calendar year 2022. This project is being phased to coincide with the construction of FDR Boulevard. Project property acquisition will occur in fall/winter 2021, Bid/Phase services: spring 2021; Construction Services: summer/fall FY 2022.		 <p data-bbox="812 703 1531 829"> <b>Compliance With Comprehensive Plan Section</b>                      11.5.2.A.i Construct sidewalk networks between neighborhoods, schools, parks and other activity nodes / centers. P. 11-10                 </p>
<b>Discussion of Operating Budget Impact</b> Majority of SWM structures are grass swales which require minimum maintenance. The County will need to inspect the swales as part of the on-going MS4 permit activities.		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
DESIGN: BUCK HEWITT RD SW	150,000	150,000							
CONSTR: BUCK HEWITT RD S/W	1,099,000	479,000			620,000				
LAND ACQUISITION	25,000				25,000				
CONSTRUCTION MGMT	110,000				110,000				
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>1,384,000</b>	<b>629,000</b>			<b>755,000</b>				

Funding Schedule									
BONDS									
TRANSFER TAXES	695,878	200,000			495,878				
IMPACT FEES									
PAY-GO									
STATE FUNDS	688,122	429,000			259,122				
<b>TOTAL FUNDS</b>	<b>1,384,000</b>	<b>629,000</b>			<b>755,000</b>				


Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTE'S						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> College of Southern Maryland/Government Center Interparcel Access	<b>Project Number</b> HW-2101	<b>Classification</b> Highways
<b>Project Description</b> Provide a 1,400 linear foot interparcel connection between the College of Southern Maryland (CSM) and the County Government Center campuses. Roadway will be a minor collector with curb and gutter with pedestrian sidewalk connectivity. A traffic link between the CSM and County Government Complex would provide an opportunity to share parking and increase the number of ingress / egress points for both institutions. A traffic planning study and analysis report has already been completed for the project. The analysis included 2012, 2015, 2020 and 2030 traffic volume projections. The alignments of the CSM internal access roads were coordinated with the Governmental Center Master Plan in anticipation of a future connection. A preliminary design with horizontal and vertical grades was completed in 1999 in-house. Storm water management must be addressed under the latest ordinance, and is a part of the project budget.		
<b>Discussion of Operating Budget Impact</b>		<b>Compliance With Comprehensive Plan Section</b> 11.3.2.A.i.d In growth areas, create local roads parallel to arterial routes to reduce peak traffic flow. P. 11-2

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	120,000			120,000					
LAND ACQUISITION	30,000					30,000			
CONSTRUCTION	840,000					350,000	490,000		
DEMOLITION									
INSPECTION/TESTING(2%)	15,000					7,500	7,500		
UTILITIES (4%)									
OTHER (SWM)	60,000					30,000	30,000		
<b>TOTAL COSTS</b>	<b>1,065,000</b>			<b>120,000</b>	<b>417,500</b>	<b>527,500</b>			

Funding Schedule									
BONDS	765,000			120,000	267,500	377,500			
TRANSFER TAXES									
IMPACT FEES - ROADS	300,000				150,000	150,000			
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>1,065,000</b>			<b>120,000</b>	<b>417,500</b>	<b>527,500</b>			

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Culvert Replacement & Repair	<b>Project Number</b> HW-1405	<b>Classification</b> Highways
<b>Project Description</b> Design, replace, rehabilitate, inspect, line and/or upgrade deteriorated/inadequate culvert crossings and outfall channels throughout the County's Highway/Maintenance road network. Project may also include the upgrade of failing or inadequate storm drain systems and eroded outfalls. Approved monies will be utilized to address consultant recommendations for structural repair and maintenance based on bi-annual Bridge Inspection Reports to include replacement of decking, safety railings, pilings, structural beams and bulkheads. Construction costs increase to account for a higher than anticipated number of replacement/repair projects, including but not limited to Poplar Road, Friendship School Road, Mechanicsville Road @ Coffee Hill Run Headwall, Bayside Road, Mill Cove Road & Patuxent Blvd, Contrail Road, St. Johns Road and Albatross Road. Also will require setting up a database by consultants of countywide culverts and their conditions to allow for yearly programs to replce or repair those with highest priority. Tentative completion dates for the identified sites are as follows: Airport Road - 1st Qtr Calendar Yr 2019, Bayside Road - 2nd Qtr Calendar Yr 2019, Mill Cove Road/Patuxent Blvd - 2nd Qtr Calendar Year 2019, Mechanicsville Road @ Coffee Hill Run Headwall - 3rd Qtr Calendar Yr 2019, Contrail Road - 3rd Qtr Calendar Year 2019, Friendship School Road - 3rd Qtr Calendar Yr 2019, St. Johns Road - 3rd Qtr Calendar Yr 2020. NOTE: These completion dates are dependent upon MDE In-stream fisheries restrictions and any emerge		
<b>Discussion of Operating Budget Impact</b> There are no significant impacts to the operating budget anticipated.		<b>Compliance With Comprehensive Plan Section</b> 11.3.2.A Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1


Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	1,000,000	80,000	150,000	150,000	170,000	150,000	150,000	150,000	
LAND ACQUISITION									
CONSTRUCTION/REPAIR	3,025,000	425,000	550,000	550,000	375,000	375,000	375,000	375,000	
ALL FAITH CHURCH ROAD	60,000					60,000			
BAPTIST CHURCH ROAD	75,000		75,000						
WILDWOOD PARKWAY	150,000	150,000							
FRIENDSHIP SCHOOL ROAD	75,000	75,000							
<b>TOTAL COSTS</b>	<b>4,385,000</b>	<b>730,000</b>	<b>775,000</b>	<b>700,000</b>	<b>545,000</b>	<b>585,000</b>	<b>525,000</b>	<b>525,000</b>	

**Funding Schedule**

BONDS	2,196,122	370,000	581,122	700,000	545,000				
TRANSFER TAXES	1,975,000	340,000				585,000	525,000	525,000	
IMPACT FEES									
PAY-GO	213,878	20,000	193,878						
STATE FUNDS									
FEDERAL FUNDS									
<b>TOTAL FUNDS</b>	<b>4,385,000</b>	<b>730,000</b>	<b>775,000</b>	<b>700,000</b>	<b>545,000</b>	<b>585,000</b>	<b>525,000</b>	<b>525,000</b>	

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						




<b>Project Title</b> FDR Boulevard (MD4 to Pegg Rd.)	<b>Project Number</b> HW-1202	<b>Classification</b> Highways
<b>Project Description</b> Construct 3.7 miles of a two lane residential access way from MD Route 4 to Pegg Road (NAS Patuxent River main gate) to help relieve congestion and reduce delays along the MD 235 corridor by providing an alternative means for residents to travel to and from shopping and work, especially in the Lexington Park Development district. Project could remove thousands of trips per day in portions of the MD 235 corridor. Right-of-way width needed is 80' to 100'. The Project will include a raised 8'-20' median with extensive use of traffic calming devices (i.e. narrow 10'-11' wide lanes and roundabouts), 5' pedestrian/6' bicycle accommodations, landscaping and decorative lighting. Project is being completed in 3 phases in the following order: Phase 2 (completed): .2 mile between MD 246 and Shangri-La Drive; Phase 1: 1.7 miles between First Colony Blvd. and MD 237 in 3 sub-sections (A thru C, with 1A and 1B sub-sections substantially completed), 1C section under construction and to be completed in fall 2019, along with a wetlands mitigation site completed; Phase 3: 1.8 miles between MD 237 and Pegg Road will be separated into 2 sub-sections (3A and 3B). Phase 3 of the project also includes construction of the 10 foot wide Three Notch Trail.		
<b>Discussion of Operating Budget Impact</b> Estimated roadway and stormwater maintenance costs are approximately \$6 per linear foot. At 3.7 miles, this equates to \$117,216 per year. Utility costs for electricity include 25 LED 80W lights for Phase 2, 212 LED 80W lights for Phase 1 and 190 LED 80W lights in Phase 3. Cost for electric service is estimated at \$4.50 per light per month which equals \$23,058 per year.		<b>Compliance With Comprehensive Plan Section</b> 11.3.2.A Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	1,750,000	1,600,000	150,000						
LAND/ESMT AQUISITION	5,658,772	5,658,772							
PH1-FIRST COLONY to M237	13,806,800	13,806,800							
PH3- MD237 to PEGG RD	18,912,050	13,900,484		5,011,566					
PH2 - MD246 to SHANGRI LA DR	1,112,000	1,112,000							
WETLANDS MITIG/REFORESTATION	375,000	275,000	100,000						
UTILITY RELOCATION (7-15%)	1,968,638	1,152,638	200,000	616,000					
MATERIAL TESTING/ INSPECTION (3%)	900,082	637,252		262,830					
CONSTRUCTION MANAGEMENT	470,000	200,000		270,000					
CONTINGENCIES (10%)	3,000,044	2,123,890		876,154					
<b>TOTAL COSTS</b>	<b>47,953,386</b>	<b>40,466,836</b>	<b>450,000</b>	<b>7,036,550</b>					

Funding Schedule									
BONDS	36,729,391	36,429,391	300,000						
TRANSFER TAXES	275,200	275,200							
IMPACT FEES - ROADS	3,057,905	2,757,905	150,000	150,000					
IMPACT FEES-SCHOOLS	6,886,550			6,886,550					
PAY-GO	459,340	459,340							
STATE FUNDS									
FEES IN LIEU/MITIGATION	545,000	545,000							
<b>TOTAL FUNDS</b>	<b>47,953,386</b>	<b>40,466,836</b>	<b>450,000</b>	<b>7,036,550</b>					


Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING-FTEs						
PERSONAL SERVICES COSTS						
SUPPLIES & MATERIALS (HIGHWAY DIVISION)	62,832		30,000			
UTILITIES (COUNTY HWYS ELECTRIC)	12,798	5,500	5,500			
<b>TOTAL COSTS</b>	<b>75,630</b>	<b>5,500</b>	<b>35,500</b>			

<b>Project Title</b> Modified Seal Surface Treatment	<b>Project Number</b> HW-1902	<b>Classification</b> Highways
<b>Project Description</b> Seal lower volume (less than 2,000 ADT) roadways throughout the County, with an aggregate modified single surface treatment and crack sealing. Modified seal replaced the slurry seal and surface treatment programs. The application extends the road's service life approximately four (4) to eight (8) years. Crack sealing (\$2.97 / pound) and re-striping (\$0.052 / lineal feet) is also funded under this project. Modified Seal uses an emulsion that is rapid setting, which allows traffic to be placed quickly back on the roadway. The mix seals old, cracked, oxidized pavement and can help extend service life of existing pavements. The potential for citizen complaints related to loose aggregate in residential areas has been significantly reduced through the use of the modified surface treatment program in lieu of the standard surface treatment. Program is typically used on low volume collector roadways (not usually within neighborhoods). The contract price for this application is \$1.635/square yard (varied from \$1.39/square yard to \$169/square yard in the past 5 years). Approximately 35-40 miles of road are now sealed throughout the County on an annual basis.		 <p data-bbox="812 703 1531 829"> <b>Compliance With Comprehensive Plan Section</b>                      11.3.2.A Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1                 </p>
<b>Discussion of Operating Budget Impact</b> There are no significant impacts to the operating budget anticipated.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING									
LAND ACQUISITION									
CONSTRUCTION	4,828,000	604,000	704,000	704,000	704,000	704,000	704,000	704,000	
DEMOLITION									
INSPECTION/TESTING									
UTILITIES									
OTHER (CRACKSEALING)	200,000	20,000	30,000	30,000	30,000	30,000	30,000	30,000	
OTHER (BERM REMOVAL)	710,000	50,000	110,000	110,000	110,000	110,000	110,000	110,000	
<b>TOTAL COSTS</b>	<b>5,738,000</b>	<b>674,000</b>	<b>844,000</b>	<b>844,000</b>	<b>844,000</b>	<b>844,000</b>	<b>844,000</b>	<b>844,000</b>	

Funding Schedule									
BONDS									
TRANSFER TAXES	5,568,000	674,000	674,000	844,000	844,000	844,000	844,000	844,000	
IMPACT FEES									
PAY-GO	170,000		170,000						
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>5,738,000</b>	<b>674,000</b>	<b>844,000</b>	<b>844,000</b>	<b>844,000</b>	<b>844,000</b>	<b>844,000</b>	<b>844,000</b>	

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						


<b>Project Title</b> Mt. Wolfe Roundabout	<b>Project Number</b> HW-2002	<b>Classification</b> Highways
<b>Project Description</b> Construction of a roundabout at the intersection of Mt. Wolfe Road and Triangle Drive (private road) in Charlotte Hall, MD. In conjunction with development of the roundabout, the developer and owner of Triangle Drive has proposed donating the roadway to the County. Planned development of Tractor Supply at the vacant corner of the Mt. Wolfe Intersection resulted in the need to move construction of the roundabout forward. The developer will provide the easements, contacts, and exhibits for development of the roundabout via an adequate public facilities contribution/set aside and contribution of land-Triangle Drive. Estimated project completion for Mount Wolfe, inclusive of acquisition, is the 3rd quarter of calendar year 2020.		 <p data-bbox="818 705 1292 735">Compliance With Comprehensive Plan Section</p>
<b>Discussion of Operating Budget Impact</b> Stormwater Maintenance (grass cutting/mulch) \$5-6000/year		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
ENGINEERING / SURVEY	10,000		10,000						
LAND ACQUISITION	3,000		3,000						
CONSTRUCTION / SITE WORK	369,200		369,200						
INSPECTION / TESTING	26,466		26,466						
UTILITY RELOCATION	76,440		76,440						
CONTINGENCY	38,000		38,000						
<b>TOTAL COSTS</b>	<b>523,106</b>		<b>523,106</b>						

Funding Schedule									
BONDS	523,106		523,106						
TRANSFER TAXES									
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
<b>TOTAL FUNDS</b>	<b>523,106</b>		<b>523,106</b>						

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Stormwater Management Maintenance (MS4 permit)	5,000					
<b>TOTAL COSTS</b>	<b>5,000</b>					




<b>Project Title</b> Neighborhood Drainage Improvements and Rehabilitation	<b>Project Number</b> HW-2003	<b>Classification</b> Highways
<b>Project Description</b> Design and correct drainage deficiencies within the County. Will include MDE and SCD Permit acquisition. Project may include re-grading roadside channels, adding or increasing drainage pipe sizes, and redirecting runoff via overland flow or storm drain systems to an appropriate outfall location. Project could also include Storm Drain and SWM infrastructure improvements to the larger, older subdivisions such as Discovery. Design consultant JMT prepared a regional stormwater management study in 1999 which identified subdivisions with drainage issues and now additional areas have been recognized by the implementation of the 311 program. The proposal for creating this project is in response to citizen complaints where detailed design work is necessary due to critical grading, slopes, and site limitations are present. Approved monies will be used to further assess community drainage in communities(i.e. Golden Beach, St. Clements Shores, Tall Timbers, and Governmental Center) Golden Beach Subdivision Phase 1 Estimated Completion Date:8/31/2020FY 20 Golden Beach Subdivision Phase 2 Estimated Completion Date:12/31/2021FY 21 St. Clements Shores Estimated Completion Date:8/31/2022FY 22 Tall Timbers Estimated Completion Date:12/31/2023FY 23		<b>Compliance With Comprehensive Plan Section</b> 11.3.2.A Provide safe, efficient, economical roads which support community revitalization, economic benefit, and environmental stewardship. P.11-1
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
ENGINEERING/SURVEY	1,100,000		200,000	200,000	200,000	200,000	150,000	150,000	
CONSTRUCTION	2,100,000		350,000	350,000	350,000	350,000	350,000	350,000	
PROPERTY/EASEMENT ACQU	150,000		25,000	25,000	25,000	25,000	25,000	25,000	
UTILITY RELOCATION	100,000			20,000	20,000	20,000	20,000	20,000	
CONTINGENCIES	140,000		15,000	25,000	25,000	25,000	25,000	25,000	
<b>TOTAL COSTS</b>	<b>3,590,000</b>		<b>590,000</b>	<b>620,000</b>	<b>620,000</b>	<b>620,000</b>	<b>570,000</b>	<b>570,000</b>	

Funding Schedule									
BONDS	3,590,000		590,000	620,000	620,000	620,000	570,000	570,000	
TRANSFER TAXES									
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
<b>TOTAL FUNDS</b>	<b>3,590,000</b>		<b>590,000</b>	<b>620,000</b>	<b>620,000</b>	<b>620,000</b>	<b>570,000</b>	<b>570,000</b>	

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
SWM Maintenance		5,000	5,000	5,000	5,000	5,000
<b>TOTAL COSTS</b>		<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>

<b>Project Title</b> NPDES Permit - Municipal Separate Storm Sewer System (MS4)	<b>Project Number</b> HW-1201	<b>Classification</b> Highways
<b>Project Description</b> This project provides the basic planning and implementation funding necessary to implement the federally mandated National Pollution Discharge Elimination System (NPDES) Phase II (MS-4) permit and Phases 2 & 3 Chesapeake Bay Waterway Implementation Plan (WIP). The MS-4 permit was issued on April 27, 2018 and became effective on October 31, 2018. On October 27, 2018 the County issued its Notice of Intent to comply and begin development of the programs necessary to meet the Permit requirements. After an assessment of the extent and amount of impervious area requiring storm water mitigation, water quality practices will be required to be performed to provide treatment of the first inch of runoff. Other offsetting strategies will also be evaluated for implementation.		
<b>Compliance With Comprehensive Plan Section</b> 7.9.1.A.i Develop a comprehensive water quality protection framework for both point and nonpoint sources of pollution. P. 7-30		

**Discussion of Operating Budget Impact**


Estimated NPDES requirements can result in approximately \$236,000 to \$250,000 in additional operating costs per year based initial scoping (i.e. for on-going management programs and personnel and such maintenance activities as inlet cleaning, vacuum truck, outfall cleaning, public education programs, etc.). Will have updated estimate on operating costs August 2019.

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	2,671,725	2,636,725	35,000						
GIS IMPLEMENTATION/ANALYSIS	85,000	85,000							
CONSTRUCTION	200,000	200,000							
TMDL IDENTIFICATION	70,000	50,000	20,000						
DISCHARGE CHARACTERIZATION	32,486	32,486							
MANAGEMENT PROGRAM	100,000	100,000							
PHASE 2 WIP RETROFIT CONSTRUCTION	9,222,744		1,775,501	1,459,956	1,474,556	1,489,301	1,504,194	1,519,236	
<b>TOTAL COSTS</b>	<b>12,381,955</b>	<b>3,104,211</b>	<b>1,830,501</b>	<b>1,459,956</b>	<b>1,474,556</b>	<b>1,489,301</b>	<b>1,504,194</b>	<b>1,519,236</b>	

**Funding Schedule**

BONDS	11,853,727	2,575,983	1,830,501	1,459,956	1,474,556	1,489,301	1,504,194	1,519,236	
TRANSFER TAXES	495,742	495,742							
IMPACT FEES									
PAY-GO	32,486	32,486							
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>12,381,955</b>	<b>3,104,211</b>	<b>1,830,501</b>	<b>1,459,956</b>	<b>1,474,556</b>	<b>1,489,301</b>	<b>1,504,194</b>	<b>1,519,236</b>	

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES	60,000		15,000	15,000	15,000	15,000
SUPPLIES & MATERIALS						
OTHER						
<b>TOTAL COSTS</b>	<b>60,000</b>		<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>

<b>Project Title</b> Patuxent Park Neighborhood Preservation Program	<b>Project Number</b> HW-0803	<b>Classification</b> Highways
<b>Project Description</b> Project includes the infrastructure improvements to the Patuxent Park Subdivision in conjunction with preservation and revitalization efforts in the immediate area, which will provide new and/or reconstructed infrastructure (sidewalks, curb & gutter, storm drainage, SWM and street improvements) in areas where substandard, deteriorated, or no infrastructure exists. Patuxent Park Subdivision is one of the oldest subdivisions in the County and was constructed in 1948. Upgrades include approximately 16,100 linear feet of roadways and are planned in several phases. Section 1: Construction completed August 2010; Section 2: Construction completed July 2015; Sections 3 and 4: Design completion Summer 2016. Section 4: construction completed Fall 2017; Section 3: Construction began (NTP) in summer of 2018 and completion estimated in spring 2019. Section 5: Design began in summer 2017, with construction anticipated fall 2019.		<b>Compliance With Comprehensive Plan Section</b> 11.3.2.A Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1
<b>Discussion of Operating Budget Impact</b> There will be an undefined savings in road maintenance costs due to a reduction in repairs to the substandard roadway features. This savings will be partially offset by an increase in stormwater management		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ENGINEERING/SURVEY	894,500	894,500							
RECONSTRUCTION	12,765,969	7,669,969	5,096,000						
CONSTR MGMT/STAKEOUT	4,925	4,925							
INSPECTION/MATERIAL TESTING	404,402	116,402	288,000						
UTILITIES (4%)	276,000	100,000	176,000						
CONTINGENCIES/INCIDENTALS	594,627	154,627	440,000						
LAND/PROPERTY ACQ.	90,000	90,000							
<b>TOTAL COSTS</b>	<b>15,030,423</b>	<b>9,030,423</b>	<b>6,000,000</b>						

**Funding Schedule**

BONDS	13,353,500	7,353,500	6,000,000						
TRANSFER TAXES	1,226,923	1,226,923							
IMPACT FEES									
PAY-GO	400,000	400,000							
STATE FUNDS	50,000	50,000							
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>15,030,423</b>	<b>9,030,423</b>	<b>6,000,000</b>						

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING-FTEs						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
STORMWATER MANAGEMENT MAINTENANCE	14,500	5,000				
<b>TOTAL COSTS</b>	<b>14,500</b>	<b>5,000</b>				

<b>Project Title</b> Pegg Road Sidewalk Retrofit	<b>Project Number</b> HW-2102	<b>Classification</b> Highways
<b>Project Description</b> Project includes sidewalk retrofit and associated storm drain replacement if necessary, utility relocation to allow for the compliance of ADA requirements. The limits of the project are from MD 235 to the future HUD housing site, approximately 2100 linear feet on the east side of Pegg Road. Will include design engineering, surveying, construction, inspection and as-builts if necessary. May include any possible overlay paving of the road section within the project area if need arises for drainage purposes. An estimated completion date for this project is not provided as the timing of this project will be driven by the timing of the proposed HUD housing project.		<b>Picture Not Available</b>
		<b>Compliance With Comprehensive Plan Section</b> 11.5.2.A.i Provide safe, efficient, economical roads which support community revitalization, economic benefit, and environmental stewardship. P.11-1.
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ENGINEERING/SURVEY	100,000			100,000					
LAND ACQUISITION	20,000				20,000				
CONSTRUCTION / SITEWORK	250,000				250,000				
CONSTRUCTION MGMT/INSPECTION	25,000				25,000				
INSPECTION / TESTING	5,000				5,000				
UTILITY RELOCATION	25,000				25,000				
CONTINGENCIES	37,500				37,500				
AS-BUILT	10,000					10,000			
<b>TOTAL COSTS</b>	<b>472,500</b>			<b>100,000</b>	<b>362,500</b>	<b>10,000</b>			


**Funding Schedule**

BONDS	472,500			100,000	362,500	10,000			
IMPACT FEES									
STATE FUNDS									
TRANSFER TAXES									
<b>TOTAL FUNDS</b>	<b>472,500</b>			<b>100,000</b>	<b>362,500</b>	<b>10,000</b>			

**Operating Impacts**

	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
ROADWAY MAINTENANCE COSTS			4,125			
<b>TOTAL COSTS</b>			<b>4,125</b>			




<b>Project Title</b> Retrofit Sidewalk Program	<b>Project Number</b> HW-1503	<b>Classification</b> Highways
<b>Project Description</b> Installation of new sidewalks in warranted locations along County roads and at County facilities; retrofit of existing sidewalks and ramps to comply with Americans with Disabilities (ADA) requirements, and major repairs of existing failed sidewalks. Includes compliance studies, design of improvements, update of transition plan, field inventory, and GIS database, and post construction compliance certification. South Shangri La Drive sidewalk project from Great Mills Road to Willows Road has been removed from this project and created as a separate project.		 <p data-bbox="818 705 1510 785"><b>Compliance With Comprehensive Plan Section</b> 11.5.2.A.i Construct sidewalk networks between neighborhoods, schools, parks and other activity nodes / centers. P. 11-10</p>
<b>Discussion of Operating Budget Impact</b> There are no significant impacts to the operating budget anticipated.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ASSESSMENT	20,000	20,000							
RETROFIT CONSTRUCTION	2,050,000	550,000	250,000	250,000	250,000	250,000	250,000	250,000	
UTILITIES									
EQUIPMENT									
DESIGN	190,000	30,000	35,000	25,000	25,000	25,000	25,000	25,000	
<b>TOTAL COSTS</b>	<b>2,260,000</b>	<b>600,000</b>	<b>285,000</b>	<b>275,000</b>	<b>275,000</b>	<b>275,000</b>	<b>275,000</b>	<b>275,000</b>	

Funding Schedule									
BONDS	280,000	280,000							
TRANSFER TAXES	1,695,000	320,000		275,000	275,000	275,000	275,000	275,000	
IMPACT FEES									
PAY-GO	285,000		285,000						
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>2,260,000</b>	<b>600,000</b>	<b>285,000</b>	<b>275,000</b>	<b>275,000</b>	<b>275,000</b>	<b>275,000</b>	<b>275,000</b>	

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						




<b>Project Title</b> Roadway Base Widening & Repair	<b>Project Number</b> HW-1507	<b>Classification</b> Highways
<b>Project Description</b> This project addresses a prioritized listing of existing County maintained roadways that are recommended for widening to meet the minimum eighteen (18) foot width requirement or are in need of extensive base repairs prior to overlay. The proposed improvements also include a prioritized listing of shoulder improvements to address traffic safety issues in areas where higher bicycle/horse carriage volumes have been observed, and to address the need for improved pedestrian / bicycle access. Projects will be prioritized based on need, function, traffic volumes, and safety considerations. A minimum qualifying / eligibility criteria was established (i.e. an ADT below 300) as not all roadways less than 18' in width need to be widened. Several inquiries from communities have been received as previously recorded subdivisions have building rights and are not required to meet current Adequate Public Facilities requirements for roads.		 <p data-bbox="812 703 1531 829"> <b>Compliance With Comprehensive Plan Section</b>                      11.3.2.A Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1                 </p>
<b>Discussion of Operating Budget Impact</b> There are no significant impacts to the operating budget anticipated.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHEOLOGY/ENGINEERING	100,000	50,000	25,000	25,000					
LAND ACQUISITION									
CONSTRUCTION	815,000	573,500		241,500					
DEMOLITION									
INSPECTION/TESTING									
UTILITIES									
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>915,000</b>	<b>623,500</b>	<b>25,000</b>	<b>266,500</b>					

Funding Schedule									
BONDS									
TRANSFER TAXES	890,000	623,500		266,500					
IMPACT FEES									
PAY-GO	25,000		25,000						
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>915,000</b>	<b>623,500</b>	<b>25,000</b>	<b>266,500</b>					

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
<b>TOTAL COSTS</b>						


<b>Project Title</b> Roadway Safety Improvements	<b>Project Number</b> HW-1903	<b>Classification</b> Highways
<b>Project Description</b> Grading, tree removal, cut and fill operations, intersection safety / capacity improvements, guardrail installation/upgrade, utility relocations, extending the length of drainage culverts etc., to reduce the potential and severity of roadway run-off collisions. Traffic calming projects to improve safety and the quality of life in neighborhoods. Installation of special traffic control devices such as rumble strips, raised pavement markings, etc. to improve motorist warning safety . Minor intersection realignments/improvements to improve safety and traffic operations. Sight distance improvements and removal of other roadside hazards are necessary to assure highway safety is maintained.		
<b>Compliance With Comprehensive Plan Section</b> 11.3.2.A Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1		
<b>Discussion of Operating Budget Impact</b> There are no significant impacts to the operating budget anticipated.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	80,000		40,000		40,000				
LAND ACQUISITION									
CONSTRUCTION	335,000	260,000	25,000	25,000	25,000				
GUARDRAIL ENDSECTION RETRO	200,000		100,000	100,000					
INSPECTION/TESTING									
UTILITIES									
EQUIPMENT									
<b>TOTAL COSTS</b>	<b>615,000</b>	<b>260,000</b>	<b>165,000</b>	<b>125,000</b>	<b>65,000</b>				

**Funding Schedule**

BONDS									
TRANSFER TAXES	590,000	260,000	140,000	125,000	65,000				
IMPACT FEES									
PAY-GO	25,000		25,000						
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>615,000</b>	<b>260,000</b>	<b>165,000</b>	<b>125,000</b>	<b>65,000</b>				

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
<b>TOTAL COSTS</b>						


<b>Project Title</b> South Shangri-La Drive Sidewalk Retrofi	<b>Project Number</b> HW-2004	<b>Classification</b> Highways
<b>Project Description</b> Project includes sidewalk retrofit and associated storm drain replacement if necessary, utility relocation to allow for the compliance of ADA requirements. The limits of the project are from MD 246 to Willows Road. Will include design engineering, surveying, construction, inspection and as-builts if necessary. May include any possible overlay paving of the road section within the project area if need arises for drainage purposes.		
<b>Compliance With Comprehensive Plan Section</b> 11.5.2.A.i Provide safe, efficient, economical roads which support community revitalization, economic benefit, and environmental stewardship. P.11-1		
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
ENGINEERING / SURVEY	100,000		100,000						
LAND ACQUISITION	30,000			30,000					
CONSTRUCTION / SITEWORK	500,000			250,000	250,000				
CONSTRUCTION INSPECTION	25,000			12,500	12,500				
MATERIAL TESTING/INSPECTION	15,000			7,500	7,500				
UTILITY RELOCATION	50,000			25,000	25,000				
CONTINGENCIES	75,000			37,500	37,500				
AS-BUILT	15,000				15,000				
<b>TOTAL COSTS</b>	<b>810,000</b>		<b>100,000</b>	<b>362,500</b>	<b>347,500</b>				

Funding Schedule									
	Total Project	Prior Approval	Budget	FY2021	FY2022	FY2023	FY2024	FY2025	Balance to Complete
BONDS	810,000		100,000	362,500	347,500				
IMPACT FEES									
STATE FUNDS									
TRANSFER TAXES									
<b>TOTAL FUNDS</b>	<b>810,000</b>		<b>100,000</b>	<b>362,500</b>	<b>347,500</b>				

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
<b>TOTAL COSTS</b>						




<b>Project Title</b> Southampton Neighborhood Revitalization	<b>Project Number</b> HW-2001	<b>Classification</b> Highways
<b>Project Description</b> Project includes the infrastructure improvements to the Southampton Subdivision (formerly Patuxent Heights) in conjunction with preservation and revitalization efforts in the immediate area, which will provide new and/or reconstructed infrastructure (sidewalks, curb & gutter, storm drainage, and street improvements) for over 6,700 linear feet of existing roadways where substandard, deteriorated, or no infrastructure exists. Upgrades include approximately 6,715 linear feet of roadways that are anticipated to be designed at one time, but constructed in several phases. Reconstruction costs for the rehabilitation work are based on experience with the Patuxent Park Neighborhood Preservation Program project. Phase 1 includes a portion of Lincoln Avenue and Southampton Drive, Bristol Avenue, and Windsor Drive (2,165 lineal feet) with construction funding in FY2022. Phase 2 includes a portion of Lincoln Avenue and Southampton Drive, Cambridge Avenue, Brighton Avenue (2,364 lineal feet ) with construction funding in FY2024. Phase 3, formerly known as Carver Heights, includes a portion of Lincoln Avenue and Thurman Davis Lane (2,186 lineal feet) with construction funding in FY2026.		 <p data-bbox="812 703 1531 829"> <b>Compliance With Comprehensive Plan Section</b>                      11.3.2.A Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1                 </p>
<b>Discussion of Operating Budget Impact</b> There will be an undefined savings in road maintenance costs due to a reduction in repairs to the substandard roadway features. The savings will be partially offset by an increase in maintenance of stormwater management devices/facilities.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ENGINEERING/SURVEY (3 PHASES)	725,220		725,220						
CONSTRUCTION	6,043,500				1,948,500		2,127,600		1,967,400
UTILITY RELOCATION (7%)	423,045				136,395		148,932		137,718
MATERIAL TESTING/INSPECTION (3%)	181,305				58,455		63,828		59,022
CONTINGENCIES(10%)	604,350				194,850		212,760		196,740
PROPERTY/EASEMENT ACQUISITION	60,000			60,000					
<b>TOTAL COSTS</b>	<b>8,037,420</b>		<b>725,220</b>	<b>60,000</b>	<b>2,338,200</b>		<b>2,553,120</b>		<b>2,360,880</b>

Funding Schedule									
BONDS	8,037,420		725,220	60,000	2,338,200		2,553,120		2,360,880
TRANSFER TAXES									
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>8,037,420</b>		<b>725,220</b>	<b>60,000</b>	<b>2,338,200</b>		<b>2,553,120</b>		<b>2,360,880</b>

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE &EQUIPMENT						
SWM MAINTENANCE				5,000	5,000	10,000
<b>TOTAL COSTS</b>				<b>5,000</b>	<b>5,000</b>	<b>10,000</b>

<b>Project Title</b> Street Lighting & Streetscape Improvements	<b>Project Number</b> HW-1404	<b>Classification</b> Highways
<b>Project Description</b> Provide and conduct major maintenance of neighborhood safety /security lighting, street tree plantings, and other streetscape improvements (street trees, sidewalk benches, crosswalk pavers, specialized signage etc.) along designated County roadways and in established priority funding areas, Village / Town Centers, Development Districts and approved Master Plans (i.e. Lexington Park). Project may also include the development of public/private partnerships for streetscape improvements by the Department of Economic Development. Address priority safety / security lighting needs along County roadways as identified by citizen requests, Sheriff patrols, traffic studies, etc. to help improve public safety and deter criminal activity. Retrofit existing County maintained street lighting to LED. Lighting projects are usually installed and billed by SMECO, on an individual basis. May also include existing FDR Boulevard from M235 to MD4 which currently does not have street lighting.		 <p data-bbox="812 703 1531 787"><b>Compliance With Comprehensive Plan Section</b> 9.1.1.D Revitalize established business and commercial centers in designated growth areas. P. 9-7</p>
<b>Discussion of Operating Budget Impact</b> Cost for electric service and maintenance is approximately \$19-\$20 per light per month. For LED 80 Watt retrofits, the operating cost is only about \$4.50 per light per month		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	45,000		45,000						
LAND ACQUISITION									
CONSTRUCTION	555,000	180,000	60,000	255,000	60,000				
DEMOLITION									
INSPECTION									
UTILITIES									
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>600,000</b>	<b>180,000</b>	<b>105,000</b>	<b>255,000</b>	<b>60,000</b>				

**Funding Schedule**

BONDS									
TRANSFER TAXES	540,000	120,000	105,000	255,000	60,000				
IMPACT FEES									
PAY-GO	60,000	60,000							
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>600,000</b>	<b>180,000</b>	<b>105,000</b>	<b>255,000</b>	<b>60,000</b>				

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES (electric)		4,800				
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>		<b>4,800</b>				

<b>Project Title</b> Transportation Plan Update	<b>Project Number</b> HW-2005	<b>Classification</b> Highways
<b>Project Description</b> An update is needed for the county-wide transportation plan. This funding would allow a targeting of the aspects of the plan through data analysis and public meetings, drafting changes that can be quickly done, and scoping other updates to specific components in a coordinated manner. That work would allow a targeted search for potential grants and coordination with LUGM in their advanced planning and zoning code updates. Out-year funding will develop further specifics.		Picture Not Available
		Compliance With Comprehensive Plan Section
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	60,000		40,000	20,000					
<b>TOTAL COSTS</b>	<b>60,000</b>		<b>40,000</b>	<b>20,000</b>					

Funding Schedule									
	Total Project	Prior Approval	Budget FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Balance to Complete
BONDS									
TRANSFER TAXES	20,000			20,000					
IMPACT FEES									
PAY-GO	40,000		40,000						
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>60,000</b>		<b>40,000</b>	<b>20,000</b>					


Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
<b>TOTAL COSTS</b>						

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# LAND CONSERVATION






<b>Project Title</b> Agriculture Land Preservation Programs	<b>Project Number</b> AP-1701	<b>Classification</b> Land Conservation
<b>Project Description</b> Dedicated funding sources for all agriculture land preservation programs come from the agriculture transfer tax, local transfer tax, a portion of the County Recordation Tax (\$.35 of every \$4.00 collected), Transfer of Development Rights Fee-In-Lieu, and Forest Conservation Fee-In-Lieu funds. The following programs are funded through this CIP utilizing the actual collections of these funding sources.  A. The County provides matching funds for the Maryland Agriculture Land Preservation Foundation Program. Each year the Maryland Agricultural Land Preservation Foundation (MALPF) requests the amount of matching funds the County has available to commit to the MALPF program. The State has a general allotted amount of \$658,380 available to every County. In the matching funds program, for every dollar the County allocates, the State matches it with \$1.50 up to a maximum of \$2,000,000. When the State provides this level of matching funds and there is a demand for the program the County expects to continue to provide the maximum amount of matching funds to leverage the most state dollars.  B. The County also provides matching funds for the Rural Legacy Program through CIP AP-1702.		 <p data-bbox="820 703 1518 766"><b>Compliance With Comprehensive Plan Section</b> 5.14.1 Preserve available agricultural and rural resource areas. P. 5-26</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete	
				FY2020	FY2021	FY2022	FY2023	FY2024		FY2025
EASEMENT ACQUISITION	27,466,664	7,466,666	3,333,333	3,333,333	3,333,333	3,333,333	3,333,333	3,333,333	3,333,333	
LAND ACQUISITIONS										
CONSULTING										
INSPECTION										
DIRECT VENDOR PAY										
<b>TOTAL COSTS</b>	<b>27,466,664</b>	<b>7,466,666</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	

Funding Schedule										
TRANSFER TAXES	3,266,578	586,654	446,654	446,654	446,654	446,654	446,654	446,654	446,654	
AG/RECORDATION	4,215,202	1,215,202	500,000	500,000	500,000	500,000	500,000	500,000	500,000	
AG/TRANSFER	340,000	100,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	
CIGARETTE RESTITUTION FUNDS	2,773,432	693,358	346,679	346,679	346,679	346,679	346,679	346,679	346,679	
FOREST CONSERVATION FEE	71,452	71,452								
STATE FUNDS	16,800,000	4,800,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	
<b>TOTAL FUNDS</b>	<b>27,466,664</b>	<b>7,466,666</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						



<b>Project Title</b> Rural Legacy Program	<b>Project Number</b> AP-1702	<b>Classification</b> Land Conservation
<p><b>Project Description</b> Dedicated funding sources for all agriculture land preservation programs come from the agriculture transfer tax, local transfer tax, a portion of the County Recordation Tax (\$.35 of every \$4.00 collected), Transfer of Development Rights Fee-In-Lieu, and Forest Conservation Fee-In-Lieu funds. The following programs are funded through this CIP utilizing the actual collections of these funding sources.</p> <p>A). The County provides matching funds for the Rural Legacy Program. Southern Maryland Resource &amp; Conservation Development (RC&amp;D), United States Navy, Maryland Department of Natural Resources and St. Mary's County Government are co-sponsors of the Rural Legacy project in the Mattapany Rural Legacy Area. St. Mary's County has prioritized funding for the Mattapany Rural Legacy Area (RLA). The Patuxent Tidewater Land Trust (PTLT), Maryland Department of Natural Resources and St. Mary's County Government are co-sponsors of the Rural Legacy project in the Huntersville Rural Legacy Area;</p> <p>B). In the Mattapany RLA, the County is matching 25%, DNR is matching 25%, and REPI is matching 50% of the total easement cost. Easements are held in perpetuity;</p> <p>C). The County also provides matching funds for the Maryland Agriculture Land Preservation Foundation Program through CIP AP-1701.</p>		
		<p><b>Compliance With Comprehensive Plan Section</b> 5.14.1 Preserve available agricultural and rural resource areas. P. 5-26</p>
<p><b>Discussion of Operating Budget Impact</b></p>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
EASEMENT ACQUISITION	36,221,492	9,607,352	5,614,140	4,200,000	4,200,000	4,200,000	4,200,000	4,200,000	
LAND ACQUISITION									
CONSULTING									
INSPECTION									
DIRECT VENDOR PAY									
<b>TOTAL COSTS</b>	<b>36,221,492</b>	<b>9,607,352</b>	<b>5,614,140</b>	<b>4,200,000</b>	<b>4,200,000</b>	<b>4,200,000</b>	<b>4,200,000</b>	<b>4,200,000</b>	

Funding Schedule									
TRANSFER TAXES	8,569,980	1,916,445	1,403,535	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000	
RECORDATION TAX	314,798	314,798							
AG TAX	50,000	50,000							
CIGARETTE RESTITUTION FUNDS	1,538,339	1,538,339							
FOREST CONSERVATION FEE	50,000	50,000							
STATE FUNDS	8,566,125	1,912,590	1,403,535	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000	
FEDERAL FUNDS	17,132,250	3,825,180	2,807,070	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000	
<b>TOTAL FUNDS</b>	<b>36,221,492</b>	<b>9,607,352</b>	<b>5,614,140</b>	<b>4,200,000</b>	<b>4,200,000</b>	<b>4,200,000</b>	<b>4,200,000</b>	<b>4,200,000</b>	

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING-FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						




Home Grown Farmers Market



# MARINE




St. Jerome's Creek Jetties MA-1101

<b>Project Title</b> South Sandgates Revetment	<b>Project Number</b> MA-1802	<b>Classification</b> Marine
<b>Project Description</b> Design and construct approximately 200-400 feet of living shoreline along the South Sandgates Road/ Patuxent River waterfront to provide the needed shore erosion protection to the County maintained road. Project consists of the design and installation of living shoreline along the actively eroding shoreline adjacent to existing South Sandgates Road. Supplemental beach grass plantings at the existing fringe marsh as well as critical area planting mitigation will be performed as required. The FY2019 construction costs are based on the FY2013 \$500 per linear foot cost and are escalated at 2.5% to FY2019 (\$580 / linear foot). The projected cost is subject to further increase due to the wave climate at this site as compared to the prior site. The Department of Natural Resources (DNR) Shore Erosion Control Program may have funds available for non-structural shoreline erosion control projects on public lands. DNR usually provides this funding as a no/low interest loan. This road is a loop road that provides a detour route during MD 235 closures beyond the affected portion of the roadway, as well as alternate emergency vehicular access, and as such is not eligible for MEMA funding. Prior to approval of State funding, the budget includes \$25,000 of local funding for emergency repairs.		 <p data-bbox="812 703 1531 829"> <b>Compliance With Comprehensive Plan Section</b>                      5.9.1 Facilitate and manage installation of shoreline erosion control measures.P. 5-18                 </p>
<b>Discussion of Operating Budget Impact</b> No effect.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	45,000	20,000	25,000						
LAND ACQUISITION									
CONSTRUCTION	575,790	116,000	459,790						
INSPECTION	9,300	9,300							
DMP SITE LEASE									
CRITICRITICAL AREA MITIGATION	15,000	15,000							
EMERGENCY REPAIRS	25,000		25,000						
<b>TOTAL COSTS</b>	<b>670,090</b>	<b>160,300</b>	<b>509,790</b>						

Funding Schedule									
BONDS									
TRANSFER TAXES									
IMPACT FEES									
PAY-GO	25,000		25,000						
STATE FUNDS	645,090	160,300	484,790						
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>670,090</b>	<b>160,300</b>	<b>509,790</b>						

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS & UTILITIES						
FUEL AND OIL						
<b>TOTAL COSTS</b>						


<b>Project Title</b> St. Jerome's Creek Jetties	<b>Project Number</b> MA-1101	<b>Classification</b> Marine
<b>Project Description</b> FEASIBILITY STUDY: Original Corps concept of timber piling and composite walls came in at the above \$10 million Sec 107 Navigation cap. Corps has proposed a new concept of sand base, stone blankets and wider stone base for jetties. This concept needs to be evaluated with a feasibility study, much like the original study. Corps has estimated cost of study to be \$335,300. Cost share is 50/50 Federal/Local. Local share of \$167,650 includes \$118,150 cash and \$49,500 in-kind services. With this in mind, construction has been moved out to FY2023. DESIGN & IMPLEMENTATION: Revised cost estimates for the design & implementation (construction) are due to a new concept and include an average 19% contingency. The cost estimator will be refined as the concept moves along. As of the initial estimate, it appears the project will go over the \$10 million Sec 107 Cap. However, if the study bears that it is a good CBR (Cost vs Benefit Ratio) the project would proceed to Design and Implementation. Cost Breakdown is as follows: Design - \$716,000; Construction - \$11,693,000; Construction Management/EN during construction - \$410,000 for a total of \$12,819,000.		
		<b>Compliance With Comprehensive Plan Section</b> 5.9.1 Facilitate and manage installation of shoreline erosion control measures.P. 5-18
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
COMPLETE FEASIBILITY STUDY	378,550	43,250	167,650	167,650					
PLANS & SPECIFICATIONS	716,000					716,000			
LAND ACQUISITION/LERRD									
CONSTRUCTION OF JETTIES	11,693,000						5,846,500	5,846,500	
US TREASURY PAYBACK	410,000						205,000	205,000	
DMP SITE LEASE/CLOSEOUT	255,000	255,000							
<b>TOTAL COSTS</b>	<b>13,452,550</b>	<b>298,250</b>	<b>167,650</b>	<b>167,650</b>	<b>716,000</b>	<b>6,051,500</b>	<b>6,051,500</b>		

Funding Schedule									
BONDS	3,053,750	130,000	59,075	59,075	71,600	1,367,000	1,367,000		
TRANSFER TAXES	168,250	168,250							
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS	10,181,050		83,825	83,825	644,400	4,684,500	4,684,500		
OTHER SOURCES	49,500		24,750	24,750					
<b>TOTAL FUNDS</b>	<b>13,452,550</b>	<b>298,250</b>	<b>167,650</b>	<b>167,650</b>	<b>716,000</b>	<b>6,051,500</b>	<b>6,051,500</b>		

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS & UTILITIES						
FUEL & OIL						
<b>TOTAL COSTS</b>						



<b>Project Title</b> St. Patrick Creek Maintenance Dredge	<b>Project Number</b> MA-1801	<b>Classification</b> Marine
<b>Project Description</b> Federal Navigation Maintenance Dredge Project through the U.S. Army Corps of Engineers (ACOE). Design is expected to begin in FY2017. A. Staff performed field visit in Spring of 2010 as per request of Colton's Point Marina to verify severe shoaling of navigation channel. B. Army Corps of Engineers December 2009 Conditions survey confirmed field visit findings. C. Army Corps of Engineers estimates 13,000-15,000 cubic yards of dredge material needs to be dredged. Would require 3 acre Dredge Material Placement (DMP) site or alternatively, the material could be used as beach replenishment nearby as suggested by the Corps. D. ACOE estimates \$140,000 for design and \$600,000 for dredge construction. Project will require a Dredge Material Placement (DMP) site. A DMP site lease is included as a project cost; with additional cost to close-out the site in the future (estimated \$100,000 prior to FY2020). DMP costs are a 100% County responsibility. E. Staff will apply for MD Dept. of Natural Resources Waterway Improvement Grant to acquire the DMP site lease assuming beach replenishment will not be selected. F. The Corps is currently evaluating two areas at the mouth of the Creek and at St. Catherine's Island as possible beach nourishment sites. If feasible, this would relieve the County of any fiscal participation in the project. G. A bathymetric and shoreline survey was completed by the Army Corps of Engineers in August 2016 in preparation of the design should the White's Neck Creek Dredge Project move forward.		 <p data-bbox="812 703 1531 829"> <b>Compliance With Comprehensive Plan Section</b>                      9.1.5 Encourage recreation oriented businesses.P. 9-10                 </p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	140,000	140,000							
DMP SITE LEASE	100,000	100,000							
DREDGING	600,000		600,000						
INSPECTION									
DMP CLOSEOUT	100,000			100,000					
MAINTENANCE FEE(10%)									
<b>TOTAL COSTS</b>	<b>940,000</b>	<b>240,000</b>	<b>600,000</b>	<b>100,000</b>					

Funding Schedule									
BONDS									
TRANSFER TAXES	100,000			100,000					
IMPACT FEES									
PAY-GO									
STATE FUNDS	100,000	100,000							
FEDERAL FUNDS	740,000	140,000	600,000						
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>940,000</b>	<b>240,000</b>	<b>600,000</b>	<b>100,000</b>					


Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS & UTILITIES						
FUEL & OIL						
<b>TOTAL COSTS</b>						

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# PUBLIC FACILITIES



St. Mary's Regional Airport

<b>Project Title</b> Adult Detention Center Upgrades, Housing and Medical Units	<b>Project Number</b> PF-1706	<b>Classification</b> Public Facilities
<b>Project Description</b> The Project includes: (1) The construction of a 64 bed housing unit to segregate the female population, provide swing space during the renovations, address average daily population issues, and provide some relief for future population growth. (2) The construction of a medical services unit which will include spaces for clinic , infirmary, and medical administration, new central control, and shell space. (3) Renovation of the vacated existing medical services area for Pre-trial Services office space and laundry services area. (4) Remaining upgrades identified in a prior PF 1405 project associated with HVAC and Security: Upgrading the HVAC system and heating / hot water upgrades to incorporate air-conditioning for improved air quality, staff working environment and inmate living conditions; flat roof and facility floor tile replacement; upgrade of electrical panels for the new HVAC system; kitchen floor replacement; replacement of special confinement cell doors / food chutes and food chute stainless steel upgrades to dayrooms. Security system biometric upgrades, replacement of the 1989 electronic locking control panels / mechanisms, full upgrade of the control booth consoles and central control as well as installation of IP based cameras. Anticipated project completion is June 2022.		 <p data-bbox="820 724 1518 808"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.A.vi Meet increasing health and public safety needs of the population. P. 10-2                 </p>
<b>Discussion of Operating Budget Impact</b> The costs for the relocation of inmates during construction is \$150 per inmate / day. Starting in FY2020 -26-FTE's are phased in between FY2020 and FY2022 @ an estimated \$104,901 each. FY2021 reflects FTE's and operating impact expenses, based on input from the consultant 2-8-2018.		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
PLANNING/DESIGN	1,010,569	1,010,569							
CONSTRUCTION/SITE WORK	24,218,210		10,758,220	10,709,880	2,750,110				
CONST MGMT	1,402,220	542,000	340,780	269,550	249,890				
TOWN EDU IMPACT FEES	426,570			426,570					
HVAC COSTS (Housing Areas)	1,511,000		755,000	756,000					
<b>TOTAL COSTS</b>	<b>28,568,569</b>	<b>1,552,569</b>	<b>11,854,000</b>	<b>12,162,000</b>	<b>3,000,000</b>				

**Funding Schedule**

BONDS	14,194,363	731,284	5,504,079	6,459,000	1,500,000				
TRANSFER TAXES									
IMPACT FEES									
PAY-GO	928,921	90,000	838,921						
STATE FUNDS	13,445,285	731,285	5,511,000	5,703,000	1,500,000				
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>28,568,569</b>	<b>1,552,569</b>	<b>11,854,000</b>	<b>12,162,000</b>	<b>3,000,000</b>				

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
PERSONNEL SERVICES -FTEs (\$104,901X26)	629,406	1,363,713	734,307			
INMATE MOVEMENT, TRANSPORTATION, CENTRAL BOOKING		86,400				
SECURITY POSTS, ACTING CAPACITY, KITCHEN, LAUNDRY		1,178,650				
TEMPORARY KITCHEN AND OFFICE SPACE		297,225				
UTILITIES (INCREASE FOR NEW HOUSING AND MEDICAL)		96,900				
EQUIPMENT AND TRANSPORTATION		5,836				
<b>TOTAL COSTS</b>	<b>629,406</b>	<b>3,028,724</b>	<b>734,307</b>			



<b>Project Title</b> Airport Improvements	<b>Project Number</b> PF-1809	<b>Classification</b> Public Facilities
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**Project Description**

The St. Mary's County Regional Airport project provides the airfield improvements identified in the Airport Master Plan to meet the current FAA standards for the Airport Reference Code (ARC) B-II (large). The current ARC is B-II (small). The change will allow larger aircraft to access the airfield. Under this project, the existing parallel taxiway will be relocated to provide the 240-ft separation to address wingspan criteria. Currently, the taxiway and runway separation is only 207-ft. This project will also extend the existing 4,150-ft runway by 1,200-ft to a new overall length of 5,350-ft to address approach speed criteria. The work includes the completion of the Environmental Assessment (2007) and Wetland Mitigation projects (2013). The projects listed are eligible for 90% Federal, 5% State & 5% County funding. All projects require FAA approval. The project also provides for utility and access road improvements and locally approved maintenance and repair projects that are not eligible for grant funding, which require County funding.



**Compliance With Comprehensive Plan Section**  
11.4.4.A.i Continue to support the expansion of the airport. P. 11-7

**Discussion of Operating Budget Impact**


As the road and taxiway relocation projects are completed, the County will need to maintain the new SWM infrastructure provided. FY2020 expenses include Airport Road, Lawrence Hayden Road and Taxiway 'A' Relocation. FY2021 expenses will include runway extension, and FY2022 expenses include new hangar/ramp construction. SWM annual maintenance costs estimated at \$9,000 annually. Incremental pavement management

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT / ENGINEERING	389,560	139,560	250,000						
PLANNING / SURVEY/ PLATS	100,000		100,000						
CONST. MGMT & INSPECTIONS	70,000	35,000				35,000			
OBSTRUCTION REMOVAL	1,000,000					1,000,000			
CONSTRUCTION - AIRFIELD	15,189,917	7,237,917	560,000	7,392,000					
CONSTRUCTION - HANGARS / BLDGS	1,100,000		500,000			600,000			
CONSTRUCTION - ROADS	3,000,000		3,000,000						
CONSTRUCTION - APRON & RAMP	4,772,626	462,626				4,310,000			
CONSTRUCTION - UTILITY & SITE	325,000			250,000		75,000			
MAINTENANCE & REPAIR	15,000					15,000			
OTHER	50,000			50,000					
<b>TOTAL COSTS</b>	<b>26,012,103</b>	<b>7,875,103</b>	<b>4,410,000</b>	<b>7,692,000</b>	<b>5,960,000</b>	<b>75,000</b>			

**Funding Schedule**

BONDS	85,158	85,158							
TRANSFER TAXES	2,359,801	1,049,701		319,600	915,500	75,000			
IMPACT FEES									
PAY-GO	681,527	41,027	640,500						
STATE FUNDS	728,190	352,590	40,500	69,600	265,500				
FEDERAL FUNDS	22,157,427	6,346,627	3,729,000	7,302,800	4,779,000				
<b>TOTAL FUNDS</b>	<b>26,012,103</b>	<b>7,875,103</b>	<b>4,410,000</b>	<b>7,692,000</b>	<b>5,960,000</b>	<b>75,000</b>			


Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES	9,000	9,000	9,000	1,000		
UTILITIES				16,000		
<b>TOTAL COSTS</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>17,000</b>		

<b>Project Title</b> Airport Wetlands Mitigation	<b>Project Number</b> PF-1303	<b>Classification</b> Public Facilities
<b>Project Description</b> This project provides for the final permitting and construction of the offsite wetland mitigation associated with the St. Mary's County Regional Airport Master Plan. The infrastructure development of the airport impacts existing wetlands areas. The wetland mitigation is being provided on three separate project sites. The first two project sites have already been constructed at the St. Clements Shores Wastewater Facility and Taylor Farm in Bushwood, MD and are under monitoring. The third mitigation site is under design and permitting in Ridge, MD.		 <p data-bbox="812 703 1531 825"> <b>Compliance With Comprehensive Plan Section</b>                      11.4.4.A.i Continue to support the expansion of the airport. P.11-7                 </p>
<b>Discussion of Operating Budget Impact</b> Operational costs include annual inspections and monitoring per regulatory protocols which are already provided by the consultant in the project funding.		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEER (Design)	200,000	200,000							
ARCHITECT/ENGINEER (Planning)	11,500	11,500							
LAND ACQUISITION	66,200	11,200	55,000						
CONSTRUCTION	445,900	445,900							
INSPECTION/CONST. MGMT	77,758	77,758							
<b>TOTAL COSTS</b>	<b>801,358</b>	<b>746,358</b>	<b>55,000</b>						

Funding Schedule										
	Total Project	Prior Approval	Budget	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Balance to Complete
BONDS	255,000	200,000	55,000							
TRANSFER TAX										
IMPACT FEES	27,319	27,319								
PAY-GO										
STATE FUNDS	27,317	27,317								
FEDERAL FUNDS	491,722	491,722								
<b>TOTAL FUNDS</b>	<b>801,358</b>	<b>746,358</b>	<b>55,000</b>							

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Building Maintenance and Repair Projects - Critical	<b>Project Number</b> PF-2007	<b>Classification</b> Public Facilities
<b>Project Description</b> This program provides funds for major equipment replacement, deferred maintenance & repair projects, system upgrades and critical maintenance and major repair items to include: building envelope, mechanical, electrical, HVAC, roofing, alarm, and security systems. Projects typically require minimal use of architect/ engineering design services.		 <p data-bbox="812 730 1531 850"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.A Provide infrastructure to accommodate development in growth areas and address adequate facilities and services outside of growth areas. P. 10-1                 </p>
<b>Discussion of Operating Budget Impact</b>		

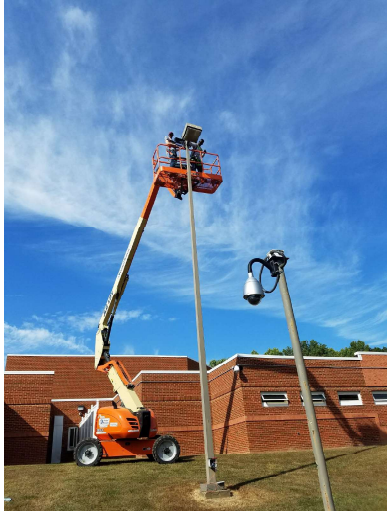
Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
WINDOW REPLACEMENT	190,000		100,000					90,000	
ALARM SYSTEMS	60,000		60,000						
HVAC-CONST	710,000	240,000	175,000	200,000	55,000			40,000	
ROOF/GUTTER CONST	1,186,000	280,000	100,000	220,000	203,000	383,000			
SIDING/ EXTERIOR CONST									
EQUIPMENT/CONST	150,000				150,000				
OTHER (Unanticipated)	270,000	20,000	20,000	20,000	20,000	20,000	20,000	170,000	
<b>TOTAL COSTS</b>	<b>2,566,000</b>	<b>540,000</b>	<b>455,000</b>	<b>440,000</b>	<b>428,000</b>	<b>403,000</b>	<b>300,000</b>		

**Funding Schedule**

BONDS									
TRANSFER TAXES	2,566,000	540,000	455,000	440,000	428,000	403,000	300,000		
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>2,566,000</b>	<b>540,000</b>	<b>455,000</b>	<b>440,000</b>	<b>428,000</b>	<b>403,000</b>	<b>300,000</b>		

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
<b>TOTAL COSTS</b>						




<b>Project Title</b> Building Maintenance and Repair Projects - Programmatic	<b>Project Number</b> PF-2008	<b>Classification</b> Public Facilities
<b>Project Description</b> This program provides funds for minor programmatic construction & repair projects to include; carpet/tile replacement, interior painting, upgrades to partitions, exterior doors, entrance canopies, redecking, energy conservation measures & general maintenance items. Anticipated projects typically require no architect/engineering services. Based on need and the criteria outlined in the Division's Comprehensive Facilities Maintenance Plan and space needs planning. A Facilities Condition Assessment was completed in CY2014, which included a banding of priorities for funding consideration. Projects are prioritized and managed by the DPW&T Building Services Division. Long-term operating costs can manifest themselves in facilities in a variety of ways. The most visible is simple deferred maintenance, where systems, equipment and materials are not taken care of and they age or fail prematurely. This project attempts to address this need through a variety of capital projects. Remote programming / monitoring, lockdown capability, entrance controls, burglar alarms, video surveillance (\$1,300 per camera w/software) and panic button installations are typical applications. Estimated costs: Computerized HVAC panels & controls for facility - \$50,000 per facility; automated alert system - \$10,000 per facility; door retrofit or expand - \$1,000 per door; new security cards - \$10 each.		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.A Provide infrastructure to accommodate development in growth areas and address adequate facilities and services outside of growth areas. P. 10-1
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
CONSTRUCTION	155,000	55,000	80,000	20,000					
CARPET/TILE REPLACEMENT	835,000		250,000	100,000		185,000	300,000		
PAINTING/CARPENTRY	380,000	140,000		160,000			80,000		
SAFETY/SECURITY	322,000	40,000	117,000		90,000	75,000			
EQUIPMENT (includes lighting)	258,000		28,000		230,000				
CODE COMPLIANCE	257,000	57,000	50,000	50,000	50,000	50,000			
OTHER CONTIGENCY	110,000	15,000	15,000	35,000	15,000	15,000	15,000		
PLANNING/DESIGN	100,000		50,000	50,000					
<b>TOTAL COSTS</b>	<b>2,417,000</b>	<b>307,000</b>	<b>590,000</b>	<b>415,000</b>	<b>385,000</b>	<b>325,000</b>	<b>395,000</b>		

Funding Schedule										
	BONDS	TRANSFER TAXES	IMPACT FEES	PAY-GO	STATE FUNDS	FEDERAL FUNDS	TOTAL FUNDS			
	590,000						590,000			
	1,827,000	307,000					415,000	385,000	325,000	395,000
	2,417,000	307,000					590,000	415,000	385,000	325,000


Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICES						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Emergency Communications Center Expansion	<b>Project Number</b> PF-2002	<b>Classification</b> Public Facilities
<b>Project Description</b> Expand the Emergency Operations Center to account for additional mission requirements and greater space needs. The expansion includes approximately 2,360 SF, consisting of 1,000 SF for office and administrative space, 820 SF to increase the lobby area, and 540 SF to increase the conference room/EOC. New construction planning phase estimate for unit cost is \$630/SF, based upon a \$3,400,000 estimate to construct the Sheriff District 4 Office, which is 5,400 SF. The District 4 Office is similar in construction type. This equates to a preliminary planning phase estimate of construction cost at \$1,487,000. Utility relocation to move waterline and sewer line in front of building is estimated at \$75,000. Design and Construction Management costs are estimated to be \$100,000 each. Geotechnical engineering and other third-party testing is estimated at \$75,000. Additional furnishings and network infrastructure costs are estimated to be \$50,000 and \$65,000 respectively. A 20% planning phase contingency has been added, which will be revised accordingly as the project progresses.		 <p data-bbox="812 703 1531 827"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.A.vi Meet increasing health and public safety needs of the population. P. 10-2                 </p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	120,000		120,000						
CONSTRUCTION/SITE WORK	1,784,400				1,784,400				
CONSTRUCTION MANAGEMENT	120,000		50,000	70,000					
INSPECTION/TESTING	90,000			60,000	30,000				
FURNISHING/EQUIPMENT	60,000				60,000				
NETWORK INFRASTRUCTURE	78,000				78,000				
UTILITY RELOCATION	90,000			90,000					
<b>TOTAL COSTS</b>	<b>2,342,400</b>		<b>170,000</b>	<b>220,000</b>	<b>1,952,400</b>				

Funding Schedule									
BONDS	2,342,400		170,000	220,000	1,952,400				
TRANSFER TAXES									
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>2,342,400</b>		<b>170,000</b>	<b>220,000</b>	<b>1,952,400</b>				

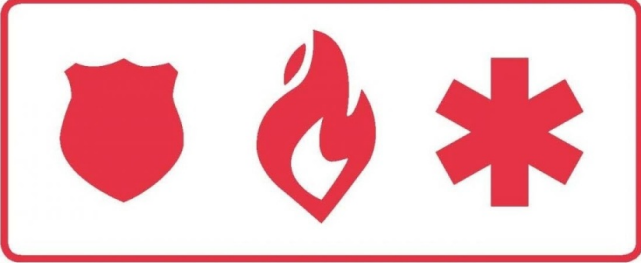
Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Facilities Master Plan Update	<b>Project Number</b> PF-2003	<b>Classification</b> Public Facilities
<b>Project Description</b> Update 2012 Facilities Study to link to the new on-line, web based Facilities Inventory. Incorporate both building and departmental requirements for renovation and replacement. Develop scope from study of existing plans and lessons learned from on-going facility planning undertakings including Sheriff's Office, Health Department, Northern Senior Center, and St. Clements Museum.		 <p data-bbox="820 703 1518 766"> <b>Compliance With Comprehensive Plan Section</b>                      St. Mary's Comprehensive Plan paragraph 1.2.5 Community Facilities                 </p>
<b>Discussion of Operating Budget Impact</b> Part of this work will identify energy saving other efficiency measures, reducing operating costs.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
Planning	100,000		100,000						
<b>TOTAL COSTS</b>	<b>100,000</b>		<b>100,000</b>						

Funding Schedule									
	Total Project	Prior Approval	Budget FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Balance to Complete
BONDS									
TRANSFER TAXES	100,000		100,000						
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>100,000</b>		<b>100,000</b>						

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
<b>TOTAL COSTS</b>						


<b>Project Title</b> Fire & Rescue Revolving Loan Fund	<b>Project Number</b> PF-1906	<b>Classification</b> Public Facilities
<b>Project Description</b> Volunteer Fire Departments and Rescue Squads have submitted their plan for FY2020 to FY2025 which outlines the expected loan requests they will make from the Revolving Loan Fund maintained by the County.  FY 2020 Request-----2020-----2021-----2022-----2023-----2024 Leonardtown Fire-----500,000 Leonardtown Rescue-----295,000 Leonardtown Rescue-----105,000 Bay District Fire-----630,000 Ridge VRS-----160,000 7th District Fire-----600,000 Hollywood Rescue-----250,000 Second District---1,750,000 Hollywood Fire-----485,000  Total Requests---1,750,000 295,000 705,000 1,290,000 735,000		
		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.A.vi Meet increasing health and public safety needs of the population. P. 10-2
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING									
CONSTRUCTION	950,000	150,000	800,000						
LAND ACQUISITION									
INSPECTION									
DEMOLITION									
UTILITIES									
EQUIPMENT/ROLLING STOCK									
RENOVATION									
ROLLING STOCK									
<b>TOTAL COSTS</b>	<b>950,000</b>	<b>150,000</b>	<b>800,000</b>						

Funding Schedule									
BONDS									
TRANSFER TAXES	950,000	150,000	800,000						
IMPACT FEES									
PAY-GO									
FEDERAL FUNDS									
OTHER SOURCES									
STATE FUNDS									
<b>TOTAL FUNDS</b>	<b>950,000</b>	<b>150,000</b>	<b>800,000</b>						

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
UTILITIES						
FURNITURE & EQUIPMENT						
<b>TOTAL COSTS</b>						



<b>Project Title</b> Health Department Renovations	<b>Project Number</b> PF-1904	<b>Classification</b> Public Facilities
<b>Project Description</b> Provide interior renovations of a portion of the existing facility to provide improved / more efficient public health services and direct clinical care. This will help address accreditation standards (National Public Health Accreditation Board), operational needs, and records management requirements associated with population growth and change in demographics. Project includes: (a) family consultation area with central viewing; ( b) clinical area for patient evaluation and treatment to include lab, medical equipment storage, vaccination area, temperature controlled medical supply storage, direct patient care; (c) four case management consultation rooms; (d) multifunction / integrated / consolidated front entrance and lobby area with waiting rooms/children's area; (e) computer kiosk terminals for public access, enrollment, and document acquisition; (f) community education room with restroom access for approximately 30 individuals; (g) vital, medical, case management, infectious disease, and environmental health records storage and management areas; (h) ADA accessibility and life safety upgrades to the facility may be required due to the extent of the renovation work. An evaluation of the facility was performed in January 2015 with minor modification completed. Renovation costs are based on \$250 per square foot per January 2015 space needs assessment.		 <p data-bbox="812 703 1531 825"><b>Compliance With Comprehensive Plan Section</b> 10.2.2.B Meet the existing and future demands of the population for community and social services. P. 10-3</p>

**Discussion of Operating Budget Impact**  
 The incremental costs are for the temporary relocation of the Health Clinic and patient case management services such as WIC, Medicaid enrollment, infants & toddlers program, administrative care coordination, healthy families, healthy start, etc. into temporary trailer facilities. The services require individual rooms where a staff member could have their office, space for consultation with the client, and often space for the children.

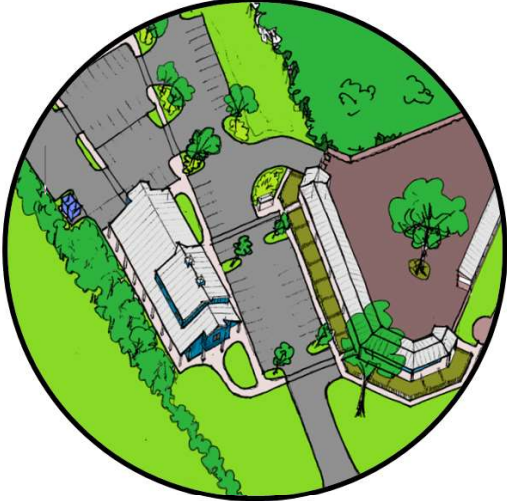
Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	472,950	282,000	190,950						
LAND ACQUISITION									
RENOVATION/RETROFIT	5,282,500			5,282,500					
CONDITION IMPROVEMENTS	255,000			150,500	104,500				
INSPECTION/CONSTR SERVICES	85,000			85,000					
EQUIPMENT (F&E and IT)	55,000			55,000					
OTHER (CONTINGENCIES ADN BONDS)	210,000			210,000					
<b>TOTAL COSTS</b>	<b>6,360,450</b>	<b>282,000</b>	<b>190,950</b>	<b>5,783,000</b>	<b>104,500</b>				

**Funding Schedule**

	Total Project	Prior Approval	Budget FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Balance to Complete
BONDS	282,000	282,000							
TRANSFER TAXES									
IMPACT FEES									
PAY-GO									
STATE FUNDS	6,078,450		190,950	5,783,000	104,500				
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>6,360,450</b>	<b>282,000</b>	<b>190,950</b>	<b>5,783,000</b>	<b>104,500</b>				

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES (moving)		5,000				
TRAILER FACILITY RENTAL (12 months)		75,000				
UTILITIES		10,000				
RECORDS STORAGE		4,000				
OTHER (Information Technology)						
<b>TOTAL COSTS</b>		<b>94,000</b>				




<b>Project Title</b> North County Farmers Market & Regional AG Center	<b>Project Number</b> PF-1805	<b>Classification</b> Public Facilities
<b>Project Description</b> Due to the traffic congestion created by the success of the Farmers Market at Charlotte Hall Library and the Three Notch Trail, the County purchased a 15 acre property on Thompsons Corner Road that is adjacent to the Three Notch Trail as a site for the relocation of the current produce market. The site is envisioned as a multi-use site that will accommodate a value-added market structure. a new produce market structure, a trail extension linking to the market site, parking, and public restroom facilities that would serve market the market facilities and trail users. The value-added structure would offer a commercial kitchen, a classroom, retail space and more to serve the region.		 <p data-bbox="812 730 1531 814"> <b>Compliance With Comprehensive Plan Section</b>                      9.1.3.B.iii Provide increase marketing opportunities for locally grown products. P. 9-8.                 </p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
Engineering/Survey	61,392	50,000	11,392						
Appraisals/Sitework	508,000	5,000	503,000						
Construction/Sitework	1,160,832	256,832	904,000						
Construction Management	162,805		162,805						
Contingency	81,403		81,403						
Purchase related costs	133,380	133,380							
Trail extension	109,050		109,050						
Landscape buffers	50,000		50,000						
Equipment	30,000		30,000						
Land Acquisition	255,038	255,038							
<b>TOTAL COSTS</b>	<b>2,551,900</b>	<b>700,250</b>	<b>1,851,650</b>						

Funding Schedule									
TRANSFER TAXES	450,000	450,000							
BONDS	1,651,650		1,651,650						
IMPACT FEES									
PAY-GO									
STATE FUNDS	315,332	115,332	200,000						
FEDERAL FUNDS									
OTHER SOURCES	134,918	134,918							
<b>TOTAL FUNDS</b>	<b>2,551,900</b>	<b>700,250</b>	<b>1,851,650</b>						

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICES						
CONTRACTED SERVICES						
UTILITIES						
<b>TOTAL COSTS</b>						


<b>Project Title</b> Parking and Site Improvements	<b>Project Number</b> PF-1605	<b>Classification</b> Public Facilities
<b>Project Description</b> Parking area improvements, security lighting, safety, drainage and perimeter fencing and regrading improvements, facility and directional signage (Governmental Center), concrete wheel stop replacement, curb, gutter and sidewalk repairs, landscaping / synthetic mulch and other exterior features at various County locations. Project may also include minor convenience center improvements, pothole / base repairs, crack sealing, painting and restriping, parking lot expansions / repaving, and additional STS solar and standard bus stop shelters. Prior Approval : Parking lot paving and restriping of portions of the Public Works, Oakville Convenience Center circulation, Clements Convenience Center concrete pad / asphalt repairs, Recreation and Parks, County Highways, Vehicle Maintenance & Inspections Maintenance Compounds - Est. cost: \$180,000. FY 2016 funding included: Garvey Senior Center, Charlotte Hall/Lexington Park Libraries, Chancellors Run Activity Center, Public Safety building perimeter grading and parking lot paving/seal coat, sidewalk repairs at Lexington Park Library and EOC. Est. cost: \$100,000. FY2017 funding included: Seal coat and restripe various parking lots: Courthouse, EOC, Potomac Building, Arnold Building, Charlotte Hall Welcome Center, Detention Center, old Lexington Park Library, Leonard Hall School, Board of Elections, old Carver Elementary School, Lexington Park and Charlotte Hall Libraries - Est cost: \$70,000.		 <p data-bbox="812 703 1531 829"><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.A Provide infrastructure to accommodate development in growth areas and address adequate facilities and services outside of growth areas. P. 10-1</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
DESIGN/PLANNING	30,000	30,000							
CONSTRUCTION	464,500	264,500	200,000						
SEAL COAT & RESTRIPE	82,000	82,000							
MILL & REPAVE	215,000	80,000		135,000					
EQUIPMENT/LIGHTING	105,000	15,000				90,000			
OTHER -SITE REPAIRS	5,000	5,000							
<b>TOTAL COSTS</b>	<b>901,500</b>	<b>476,500</b>	<b>200,000</b>	<b>135,000</b>		<b>90,000</b>			

**Funding Schedule**

BONDS									
TRANSFER TAXES	787,000	362,000	200,000	135,000		90,000			
IMPACT FEES									
PAY-GO	114,500	114,500							
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>901,500</b>	<b>476,500</b>	<b>200,000</b>	<b>135,000</b>		<b>90,000</b>			

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING-FTEs						
IMPACTON ANNUAL OPERATING BUDGET						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
FURNITURE & EQUIPMENT						
OTHER (DESCRIBE SIGNIFICANT ITEMS)						
<b>TOTAL COSTS</b>						


<b>Project Title</b> Public Administration Enterprise Software Upgrade	<b>Project Number</b> PF-1901	<b>Classification</b> Public Facilities
<b>Project Description</b> The current Central Square (formerly H.T.E\Sungard\Superion) software was purchased in 1999 and has been upgraded numerous times over the past 18 years. The current hardware was replaced in November 2018. Best practices for a number of these modules have surpassed the capabilities of the existing software applications and significant technology enhancements have occurred in the last 18 years as noted within the Zucker Report. The project includes funding for additional hardware which would support a Windows Platform. The county utilizes a number of software modules for all Public Administration and Community Services corporate applications. Modules to be upgraded include Budget, Accounts Payable, Accounts Receivable, Procurement, Payroll, Human Resources, Land Management, Permits, Code Enforcement. The Tax Collection module is not expected to be available until 2021. Also, planned for the 2021 implementation is Advanced Scheduling (timecards) and the Enterprise Asset Management module for DPW&T. Central Square has a Windows platform that migrating to would significantly expedite the implementation time which would allow both phases to begin the migration in FY2020. Finance, Human Resources, Public Works and Transportation, and Land Use and Growth Management staff have participated in product demonstrations and are supportive of this initiative which would also fulfill several recommendations contained within the Zucker Report.		 <p><b>Compliance With Comprehensive Plan Section</b>                  4.5.4.B.vii.e.iv Develop plans to maintain and enhance levels of service for public safety.</p>
<b>Discussion of Operating Budget Impact</b> Since most of these modules are currently operational, the maintenance costs for the existing applications are likely to be comparable to any replacement application. However, the addition of an actual HR and enhanced Permitting capabilities will require additional software maintenance funding. Add one Information Technology support position.		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
ENGINEERING/SURVEY									
LAND ACQUISITION									
CONSTRUCTION/SITWORK									
FURNITURE & EQUIPMENT	200,000	200,000							
OTHER	1,800,000	800,000	250,000	750,000					
<b>TOTAL COSTS</b>	<b>2,000,000</b>	<b>1,000,000</b>	<b>250,000</b>	<b>750,000</b>					

**Funding Schedule**

BONDS									
TRANSFER TAXES									
IMPACT FEES									
PAY-GO	2,000,000	1,000,000	250,000	750,000					
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>2,000,000</b>	<b>1,000,000</b>	<b>250,000</b>	<b>750,000</b>					


Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs		1				
PERSONAL SERVICES COSTS		88,000				
SOFTWARE MAINTENANCE		200,000	100,000			
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>		<b>288,000</b>	<b>100,000</b>			

<b>Project Title</b> Public Safety Computer Aided Dispatch Replacement/Enhancement Project	<b>Project Number</b> PF-1909	<b>Classification</b> Public Facilities
<b>Project Description</b> The current Computer Aided Dispatch system was purchased in 1999. This software, produced by the Superior Corporation, is installed on the IBM AS-400 platform, which is scheduled for replacement in FY 2019. This software has been updated numerous times since implementation, but it is no longer meeting the needs of the end user community it supports. The manufacturer's support for this system will be phased out in 2019, requiring overall replacement. Enhancements have been developed or initiated externally to meet the needs of our users that our aging system cannot meet. Some of these systems are (NCIC, text paging, Active 911, etc.) Additionally, the CAD system replacement will be a public safety – multi - discipline solution (police, fire, emergency medical services & advanced life support) that will provide enhanced emergency services dispatching, information sharing, and increased effectiveness for each of the stakeholders in this project. This will improve the efficiency of communications specialists dispatching efficiency, recording of relevant data and dissemination of information to first responders. This will greatly assist public safety efforts in providing service to our community. During the process of identifying specific needs in preparation for writing the RFP, the Sheriff's Department has identified an additional need for an integrated Records Management System (RMS) that needs to be a part of the CAD program. This project has increased by 500,000 for the addition of the RMS.		 <p><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.A.vi Meet increasing health and public safety needs of the population. P.10-2</p>
<b>Discussion of Operating Budget Impact</b> Two Grade 9 FTE's (1-FY20, 1-FY21).		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ENGINEERING\SURVEY									
LAND AQUISITION									
CONSTRUCTION\SITE WORK									
FURNITURE & EQUIPMENT									
OTHER	2,500,000		2,500,000						
CONSULTING	85,000	85,000							
<b>TOTAL COSTS</b>	<b>2,585,000</b>	<b>85,000</b>	<b>2,500,000</b>						

Funding Schedule									
BONDS									
TRANSFER TAXES									
PAY-GO	2,585,000	85,000	2,500,000						
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>2,585,000</b>	<b>85,000</b>	<b>2,500,000</b>						

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs	1	1				
PERSONAL SERVICES COSTS	88,000	88,000				
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>	<b>88,000</b>	<b>88,000</b>				

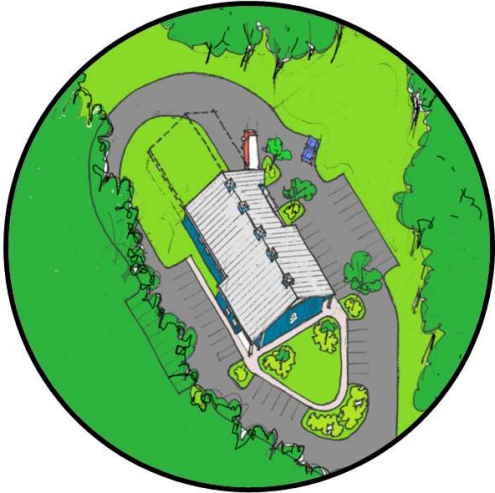
<b>Project Title</b> Radio System Upgrades	<b>Project Number</b> PF-2004	<b>Classification</b> Public Facilities
<b>Project Description</b> 1. School and Government Building Safety Enhancement: Enhance Radio Signal Strength in Selected School Buildings and other Government Buildings: Install Radio Signal Boosters (BDA's Bi Directional Antennas) in 14 buildings identified as having insufficient radio coverage. Final quote from Harris has been reduced by 1.5 million; Cost \$1,000,000.00 2. Equipment Replacement: 1,200 portable radio batteries: Have purchased some from the FY2019 budget year. Cost \$119,000 3. Software Hardware upgrade to our current Dispatch Consoles: Currently our dispatchers are using the Maestro radio consoles supplied from the Harris Radio Company. Cost: \$699,000 Move project from year 2021 to 2020. 4. Expansion of System capabilities: Marine Radio Band – Ridge site: Install VHF Band Frequency to enable direct communication with the Coast Guard. Currently our communication with the Coast Guard is with telephones talking from dispatcher to dispatcher. This will allow direct contact with Coast Guard Units. Cost: \$161,000. Have reexamined analysis and moved location for better coverage. This resulted in a dollar savings. Move project from 2021 to 2020		 <p data-bbox="820 703 1291 735"><b>Compliance With Comprehensive Plan Section</b></p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
Equipment #1	1,000,000		1,000,000						
Equipment # 2	119,000		119,000						
Equipment #3	699,000		699,000						
Equipment #4	350,000		350,000						
<b>TOTAL COSTS</b>	<b>2,168,000</b>		<b>2,168,000</b>						

Funding Schedule									
	Total Project	Prior Approval	Budget FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Balance to Complete
BONDS	2,168,000		2,168,000						
TRANSFER TAXES									
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
<b>TOTAL FUNDS</b>	<b>2,168,000</b>		<b>2,168,000</b>						

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
<b>TOTAL COSTS</b>						




<b>Project Title</b> Regional Meat Processing Facility	<b>Project Number</b> PF-2001	<b>Classification</b> Public Facilities
<b>Project Description</b> The County selected the 45.25 -acre Charlotte Hall Transfer Station site as the location for the Southern Maryland Finer Meats processing and training center components of the Regional Agricultural center. Site soils have been demonstrated on adjacent properties to be capable of accommodating a large capacity septic disposal system. An existing SHA-approved entrance provides tractor-trailer access to the site. The site is conveniently located less than 1 mile from the planned North County Farm Market and regional agriculture Center and is just over 4 miles from the new USDA slaughter house. The project provides the building shell with loading dock, interior spaces with durable, washable, interior finishes, plumbing (including floor drains & restrooms) mechanical and electrical utilities for a state-of-the-art facility for USDA certified meat processing and storage and an onsite butcher shop for wholesale and retail sales. The building shell will include installation of chill rooms/cold storage, carcass trolley system, cabinetry, storage systems and other fixed equipment. The county will coordinate with SMADC for layout and selection of fixed equipment, finishes and furnishings, for work spaces, storage areas, employee changing /break room, toilets, and onsite classroom space for teaching butchering, curing and smoking of meats. Site work will include, well, septic system, parking, loading spaces, landscaping and other site infrastructure.		 <p data-bbox="812 703 1531 787"><b>Compliance With Comprehensive Plan Section</b>                  9.1.3.B.iii Provide increase marketing opportunities for locally grown products. P.9-8</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
Engineering/Survey	70,050		70,050						
Site Work (SHA Entrance)									
Site Work	87,000		87,000						
Construction	548,000		548,000						
Construction Management	63,300		63,300						
Contingency	31,650		31,650						
<b>TOTAL COSTS</b>	<b>800,000</b>		<b>800,000</b>						

Funding Schedule									
BONDS									
TRANSFER TAXES									
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES	800,000		800,000						
<b>TOTAL FUNDS</b>	<b>800,000</b>		<b>800,000</b>						


Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Salt Storage Facility Replacement	<b>Project Number</b> PF-1902	<b>Classification</b> Public Facilities
<b>Project Description</b> Replace the existing wooden salt barn facility that is in excess of 30 years old and is 10 years over the useful life expectancy. A structural evaluation was performed and the facility has been bolstered with cables to prevent collapse. In its current condition, the facility can only be filled to approximately half its 2,000 ton capacity. The salt barn also has adjacent storage areas for County highways supplies and materials. As a part of the project, it is recommended that the replacement facility be larger in size to allow an increased storage capacity (i.e. 3,000-4,000 tons).		 <p data-bbox="824 705 1511 785"><b>Compliance With Comprehensive Plan Section</b> 10.2.2.A.vi Meet increasing health and public safety needs of the population. P. 10-2</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ENGINEERING/SURVEY	145,000	50,000	95,000						
CONSTRUCTION/SITWORK	1,735,500			1,735,500					
ADJACENT LEAN-TO STORAGE	157,600			157,600					
FURNITURE & EQUIPMENT									
OTHER (SWM/passive vent system)	157,600			157,600					
<b>TOTAL COSTS</b>	<b>2,195,700</b>	<b>50,000</b>	<b>95,000</b>	<b>2,050,700</b>					

Funding Schedule										
	Total Project	Prior Approval	Budget	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Balance to Complete
BONDS	2,100,700	50,000		2,050,700						
TRANSFER TAXES										
IMPACT FEES										
PAY-GO	95,000		95,000							
STATE FUNDS										
FEDERAL FUNDS										
<b>TOTAL FUNDS</b>	<b>2,195,700</b>	<b>50,000</b>	<b>95,000</b>	<b>2,050,700</b>						

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						


<b>Project Title</b> Sheriff's District 4 Office	<b>Project Number</b> PF-1404	<b>Classification</b> Public Facilities
<b>Project Description</b> Project reutilizes the former Lexington Park Volunteer Rescue Squad building on Great Mills, Road, an existing 6,060 sq. ft. facility. Property acquisition occurred in FY2014. The renovation of the property will result in processing, meeting and conference room space, three holding cells, two interview rooms, a roll call and training room, break room, evidence bay and storage. The Sheriff's Office District 4 Community Policing Unit and existing Patrol Division will use the facility for permanent base of operations to serve the Lexington Park community. The Maryland Department of Juvenile Justice and Parole and Probation and the State's Attorney's Office may also use the facility for meetings with Lexington Park based clients. Additional FY2020 funding is being added for furnishings and equipment, to include training tables for meeting room, meeting room chairs, desk chairs, and chairs for the public entrance per quotation received from furniture vendor.		 <p data-bbox="820 703 1518 787"><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.A.vi.a.iii Provide adequate satellite office space in growth areas.                  P. 10-2</p>
<b>Discussion of Operating Budget Impact</b> Operating budget estimate is based on the following: Personnel costs at \$60,000 annually per station clerk to begin JAN 2020. The staffing levels require five Station Clerks to ensure 24 hour coverage and relief factor.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	175,000	175,000							
LAND ACQUISITION	500,000	500,000							
SURVEYS/TITLE/APPRAISALS	50,000	50,000							
CONDITIONS ASSESSMENT	8,000	8,000							
RENOVATION/RETROFIT	3,338,737	3,338,737							
CONSTRUCTION MANAGEMENT	60,000	60,000							
EQUIPMENT (IT)	98,000	98,000							
EQUIPMENT (F&E)	100,000		100,000						
OTHER (Contingencies and Bonds)	206,400	206,400							
<b>TOTAL COSTS</b>	<b>4,536,137</b>	<b>4,436,137</b>	<b>100,000</b>						

Funding Schedule									
BONDS	4,311,137	4,311,137							
TRANSFER TAXES									
IMPACT FEES									
PAY-GO	100,000		100,000						
STATE FUNDS	125,000	125,000							
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>4,536,137</b>	<b>4,436,137</b>	<b>100,000</b>						

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs	5					
CONTRACTED SERVICES (custodial)	2,500					
UTILITIES	7,900					
OTHER (Information Technology)	5,000					
OTHER (Personnel related costs)	19,000					
PERSONNEL COSTS	150,000					
<b>TOTAL COSTS</b>	<b>184,400</b>					




<b>Project Title</b> St. Mary's County Animal Shelter New Building	<b>Project Number</b> PF-1705	<b>Classification</b> Public Facilities
<b>Project Description</b> Open admission (No/Low Kill) Shelter for St. Mary's County has an estimated project cost range of \$2,971,375 to \$3,511,625 per DES presentation to CSMC on October 24, 2017, which is based upon the information provided in the Animal Shelter Feasibility Study. This is assumed to be building cost only without site development, which should be at least 15%. This number could increase based upon ultimate site selection and such variable factors as road entrance improvements, grading, clearing, utility connections, SWM and paving. Planning estimate for construction at this point should be increased to approximately \$4,040,000, increasing the current site development by \$205,000. If the construction schedule changes a 3% escalation on construction per year will be recommended. Construction Management costs typically run 5% of construction cost, so an additional \$200,000 is added to ensure the construction meets the requirements of the design. A planning phase contingency of 20% is added as well (\$808,000), which will be adjusted as the project develops from the planning to the design phase. Connectivity within the building and to the county network is estimated to \$90,000. "The property known as FDR Blvd, Outparcel A, Pod 2 (9.6 acres) has been identified as the potential site. Consideration will be given for a private developer to lease county land for a design/build project."		 <p data-bbox="816 701 1524 785"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.A.vi.e.i Support adequate facilities and services to collect, house, and care for stray, abandoned, abused and/or nuisance animals. P. 10-3                 </p>
<b>Discussion of Operating Budget Impact</b> Equipment needed: desks, chairs, phone, computer, and software (approx. 12 x \$4,000 = \$36,000)		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ENGINEERING / SURVEY	230,000	230,000							
CONSTRUCTION / SITEWORK	4,039,738		4,039,738						
MISCELLANEOUS	184,682	50,000	134,682						
CONTINGENCY	808,000		808,000						
INSPECTION	200,000		200,000						
INFORMATION TECHNOLOGY	90,000		90,000						
EQUIPMENT	36,000		36,000						
Land Acquisition									
<b>TOTAL COSTS</b>	<b>5,588,420</b>	<b>280,000</b>	<b>5,308,420</b>						

Funding Schedule									
BONDS									
FEDERAL FUNDS									
TRANSFER TAXES	280,000	280,000							
IMPACT FEES									
STATE FUNDS									
PAY-GO	5,308,420		5,308,420						
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>5,588,420</b>	<b>280,000</b>	<b>5,308,420</b>						

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICES COSTS						
UTILITIES		28,000				
SUPPLIES & MATERIALS		34,600				
FURNITURE & EQUIPMENT		36,000				
CONTRACTED SERVICES						
<b>TOTAL COSTS</b>		<b>98,600</b>				

<b>Project Title</b> Vehicle Maintenance Facility Addition	<b>Project Number</b> PF-2005	<b>Classification</b> Public Facilities
<b>Project Description</b> 3,200 Square foot addition to the Vehicle Maintenance Facility to provide longer bays for larger equipment in the vehicle inventory. At \$130/Square foot, total cost is \$420,000 for construction for FY2022. Design for FY2020 is estimated at \$85,000. Renovation cost based upon STS Bus Shelter project completed in FY2013.		 <p data-bbox="821 709 1450 783"> <b>Compliance With Comprehensive Plan Section</b>                      Maintain and improve levels of efficiency and service of community facilities to meet population needs.                 </p>
<b>Discussion of Operating Budget Impact</b> \$5,000 for SWM maintenance costs and \$3,000 utility costs annually upon completion of construction in FY2023.		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	85,000		85,000						
CONSTRUCTION	420,000					420,000			
<b>TOTAL COSTS</b>	<b>505,000</b>		<b>85,000</b>			<b>420,000</b>			

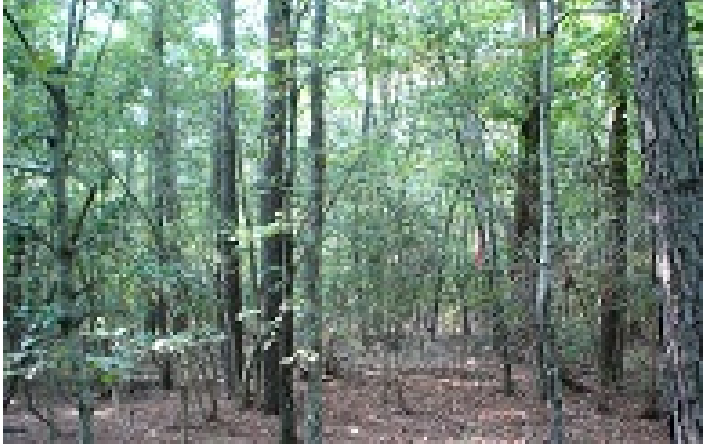
Funding Schedule									
BONDS	420,000					420,000			
TRANSFER TAXES									
IMPACT FEES									
PAY-GO	85,000		85,000						
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>505,000</b>		<b>85,000</b>			<b>420,000</b>			

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
CONTRACTED SERVICES (SWM)				5,000		
UTILITIES				3,000		
<b>TOTAL COSTS</b>				<b>8,000</b>		

# RECREATION & PARKS



Three Notch Trail


<b>Project Title</b> Central County Park	<b>Project Number</b> RP-2204	<b>Classification</b> Recreation and Parks
<p><b>Project Description</b> Design and construct a community park in the California area. The proposed park is envisioned as active recreation to include two multi-purpose athletic fields, four tennis courts, parking and restroom facilities on approximately half of the 76-acre property, owned by the County on Indian Bridge Road. The remaining portion will be left in its natural state and be used as passive recreation such as picnic areas and nature trails. There is a need for additional athletic facilities for community sports in the central part of the County to include California and Leonardtown areas. This project proposes design and engineering in FY2022 and park construction in FY2024.</p>		
		<p><b>Compliance With Comprehensive Plan Section</b> 10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5</p>
<p><b>Discussion of Operating Budget Impact</b></p>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	350,000				350,000				
LAND ACQUISITION									
CONSTRUCTION	3,780,000						3,780,000		
DEMOLITION									
INSPECTION/PROJ. MGMT	80,000						80,000		
UTILITIES									
EQUIPMENT-(Picnic Tables etc.)	60,000						60,000		
OTHER									
<b>TOTAL COSTS</b>	<b>4,270,000</b>				<b>350,000</b>		<b>3,920,000</b>		

Funding Schedule									
BONDS	4,040,000				300,000		3,740,000		
TRANSFER TAXES									
IMPACT FEES - PARKS	20,000				20,000				
PAY-GO									
STATE FUNDS	210,000				30,000		180,000		
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>4,270,000</b>				<b>350,000</b>		<b>3,920,000</b>		

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING-FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						




<b>Project Title</b> Elms Beach Park Improvements	<b>Project Number</b> RP-1601	<b>Classification</b> Recreation and Parks
<b>Project Description</b> This project addresses needed facility improvements at Elms Beach Park. This is the County's most heavily used waterfront park and is sometimes closed to additional visitors when overcrowding occurs on summer weekends and holidays. The master plan recommendations for the park includes: upgrade facilities that are at the end of their life cycle; optimize and delineate parking; improve access to the Chesapeake Bay; install new playground; improve the park entry and provide for crowd control; provide ADA accessible paths to facilities; provide a composting toilet system; a well for drinking water; and provide gathering spaces for individuals and families. Funding in FY2016 was used to develop the park master plan, design and engineering in FY2020 and construction in FY2021 and FY2022.		
		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5
<b>Discussion of Operating Budget Impact</b> \$12,600 is requested for an hourly groundskeeper (870 hrs.) to assist with the expanded park facility. Also, funding will be needed for grass cutting, cleaning supplies, paper products and electric costs (\$3,600).		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	200,000		200,000						
LAND ACQUISITION									
CONSTRUCTION	2,514,912			1,358,637	1,156,275				
DEMOLITION									
INSPECTION/PROJ. MGMT	25,000			25,000					
UTILITIES	25,000			25,000					
EQUIPMENT									
OTHER-Master Plan	54,074	54,074							
<b>TOTAL COSTS</b>	<b>2,818,986</b>	<b>54,074</b>	<b>200,000</b>	<b>1,408,637</b>	<b>1,156,275</b>				

Funding Schedule									
BONDS	2,064,912			908,637	1,156,275				
TRANSFER TAXES	250,000	50,000	200,000						
IMPACT FEES - PARKS									
PAY-GO	4,074	4,074							
STATE FUNDS									
FEDERAL FUNDS	500,000			500,000					
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>2,818,986</b>	<b>54,074</b>	<b>200,000</b>	<b>1,408,637</b>	<b>1,156,275</b>				


Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING FTEs						
PERSONAL SERVICES COSTS				12,600		
CONTRACTED SERVICES				1,000		
SUPPLIES & MATERIALS				1,400		
UTILITIES				1,200		
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>				<b>16,200</b>		

<b>Project Title</b> Great Mills Property Master Plan	<b>Project Number</b> RP-2001	<b>Classification</b> Recreation and Parks
<b>Project Description</b> To update master plan of a 5 acre section of a 19 acre property, the County purchased in 2000 for active recreational uses. The site is adjacent to Great Mills High School on Maryland Route 246 (Great Mills Road).		 <p data-bbox="821 705 1520 814"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5                 </p>
<b>Discussion of Operating Budget Impact</b> No budgetary impact until the park is constructed.		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
OTHER - MASTER PLAN	100,000		100,000						
LAND ACQUISITION									
UTILITIES									
<b>TOTAL COSTS</b>	<b>100,000</b>		<b>100,000</b>						

Funding Schedule									
BONDS									
TRANSFER TAXES									
IMPACT FEES - PARKS									
PAY-GO	100,000		100,000						
STATE FUNDS									
FEDERAL FUNDS									
<b>TOTAL FUNDS</b>	<b>100,000</b>		<b>100,000</b>						


Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Lexington Manor Passive Park	<b>Project Number</b> RP-2002	<b>Classification</b> Recreation and Parks
<b>Project Description</b> Request new funding for asphalt overlay, curbing and clearing trees in FY2020 and FY2021 at Lexington Manor located in Lexington Park, Md.		 <p data-bbox="820 703 1518 819"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5                 </p>
<b>Discussion of Operating Budget Impact</b> Will need to have grass cutting (\$5,000) in FY2020 and park maintenance supplies (\$1,500) in FY2021.		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
PARK ROADS AND WALKWAYS	600,000		350,000	250,000					
CONSTRUCTION									
DEMOLITION									
UTILITIES									
<b>TOTAL COSTS</b>	<b>600,000</b>		<b>350,000</b>	<b>250,000</b>					

Funding Schedule									
BONDS	600,000		350,000	250,000					
TRANSFER TAXES									
IMPACT FEES - PARKS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>600,000</b>		<b>350,000</b>	<b>250,000</b>					

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES	5,000					
SUPPLIES AND MATERIALS		1,500				
<b>TOTAL COSTS</b>	<b>5,000</b>	<b>1,500</b>				


<b>Project Title</b> Multi-Purpose Synthetic/Turf Fields	<b>Project Number</b> RP-1704	<b>Classification</b> Recreation and Parks
<p><b>Project Description</b></p> <p>The revised Chaptico Park Phased Development project will include six (6) multi-purpose synthetic fields with lights. The fields will be funded at the following parks in FY2020 &amp; FY2021; Chaptico Park FY2020 (1) field FY2021 (1) field; Chancellors Run Park FY2020 (1) field FY2021 (1) field; Lancaster Park FY2020 (1) field FY2021 (1) field</p> <p>The fields will provide safe year round play for soccer, lacrosse, field hockey and football. These fields will also allow for overnight tournament play.</p> <p>Public Private Partnership                  FY2021 funding of the fields may be contingent on St. Mary's Soccer funding additional grass fields which includes field renovation, grass turf seeding and sprigging, and irrigation network for four (4) game fields. The County will provide up to two wells where needed at a cost of approximately \$80,000.</p>		 <p><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5</p>
<p><b>Discussion of Operating Budget Impact</b></p> <p>\$9,000 for hourly employees for additional usage under the lights. Savings from grass cutting will cover the cost of turf maintenance, supplies and materials.</p>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	175,000	175,000							
LAND ACQUISITION									
CONSTRUCTION	6,710,000		2,995,000	3,715,000					
DEMOLITION									
INSPECTION/PROJ. MGMT	150,000		75,000	75,000					
UTILITIES									
EQUIPMENT-Picnic Tables	45,000		30,000	15,000					
OTHER	320,000		320,000						
<b>TOTAL COSTS</b>	<b>7,400,000</b>	<b>175,000</b>	<b>3,420,000</b>	<b>3,805,000</b>					

Funding Schedule										
	Total Project	Prior Approval	Budget	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Balance to Complete
BONDS	4,905,000		1,100,000	3,805,000						
TRANSFER TAXES	175,000	175,000								
IMPACT FEES										
PAY-GO	2,000,000		2,000,000							
STATE FUNDS										
FEDERAL FUNDS										
OTHER SOURCES	320,000		320,000							
<b>TOTAL FUNDS</b>	<b>7,400,000</b>	<b>175,000</b>	<b>3,420,000</b>	<b>3,805,000</b>						

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS	9,000					
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						




<b>Project Title</b> Myrtle Point Park	<b>Project Number</b> RP-2005	<b>Classification</b> Recreation and Parks
<b>Project Description</b> The 192-acre property on the Patuxent River was acquired for a county park in January 1997 and has been open for public use for hiking, picnicking, nature study and other passive uses since that time. The Commissioners of St. Mary's County adopted a park master plan in October 2005 that formally established Myrtle Point as a nature park. Park facilities and amenities presented in the master plan include a canoe and kayak launch, picnic areas, trails, restrooms, environmental boardwalks, parking, and shoreline access. Funding is requested in FY2020 for design and engineering and park development in FY2022.		 <p><b>Compliance With Comprehensive Plan Section</b> 10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5</p>
<b>Discussion of Operating Budget Impact</b> Operating impacts include grass cutting.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	275,000		275,000						
LAND ACQUISITION									
CONSTRUCTION	2,812,500				2,812,500				
DEMOLITION									
INSPECTION/PROJ. MGMT.	80,000				80,000				
UTILITIES									
EQUIPMENT -Picnic Tables	7,500				7,500				
OTHER CONTINGENCY									
<b>TOTAL COSTS</b>	<b>3,175,000</b>		<b>275,000</b>		<b>2,900,000</b>				

Funding Schedule									
BONDS	2,650,000				2,650,000				
TRANSFER TAXES	275,000		275,000						
IMPACT FEES - PARKS									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS	250,000				250,000				
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>3,175,000</b>		<b>275,000</b>		<b>2,900,000</b>				


Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING FTEs						
PERSONAL SERVICES COSTS						
GRASS & GROUNDS					15,000	
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>					<b>15,000</b>	

<b>Project Title</b> Park Land and Facility Acquisition	<b>Project Number</b> RP-1404	<b>Classification</b> Recreation and Parks
<b>Project Description</b> Utilizing Local Program Open Space (POS) funds, this project enables property acquisition for County parks, public landings, and recreation facilities. Several potential acquisition projects are included in both 2012 and 2017 Land Preservation, Parks, and Recreation Plans adopted by the Commissioners of St. Mary's County. Those projects include land for expanded parking at Wicomico Shores Public Landing; Patuxent River Waterfront Park and Public Landing; park land acquisition in Lexington Park; central and lower Patuxent Public Landing; trail related acquisitions; museum related acquisitions; and land acquisition for an indoor recreation center.		 <p data-bbox="812 703 1531 825"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5                 </p>
<b>Discussion of Operating Budget Impact</b> No operating budget impact until park is developed.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING									
LAND ACQUISITION	2,534,906	1,056,320	246,431	246,431	246,431	246,431	246,431	246,431	
CONSTRUCTION									
DEMOLITION									
INSPECTION									
UTILITIES									
EQUIPMENT									
OTHER -Master Plan									
<b>TOTAL COSTS</b>	<b>2,534,906</b>	<b>1,056,320</b>	<b>246,431</b>	<b>246,431</b>	<b>246,431</b>	<b>246,431</b>	<b>246,431</b>	<b>246,431</b>	

Funding Schedule										
BONDS										
TRANSFER TAXES										
IMPACT FEES - PARKS	7,950	7,950								
PAY-GO										
STATE FUNDS	2,526,956	1,048,370	246,431	246,431	246,431	246,431	246,431	246,431	246,431	
FEDERAL FUNDS										
OTHER SOURCES										
<b>TOTAL FUNDS</b>	<b>2,534,906</b>	<b>1,056,320</b>	<b>246,431</b>	<b>246,431</b>	<b>246,431</b>	<b>246,431</b>	<b>246,431</b>	<b>246,431</b>	<b>246,431</b>	

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Recreation Facilities and Park Improvements	<b>Project Number</b> RP-2003	<b>Classification</b> Recreation and Parks
<b>Project Description</b> This project addresses capital improvements at existing recreation facilities and parks. FY2020: New lighting system for multi-purpose athletic fields (Chancellors Run Regional Park) -\$300,000; replace pavilion roofs -\$40,000; paving park roads/parking areas -\$30,000; replace playgrounds (Dorsey and St. Andrews) -\$200,000; Wicomico improvements -\$210,000; Carver Rec Center improvements -\$150,000; Hollywood Rec Center - Playground - \$150,000; Cardinal Gibbons tennis courts - \$39,000; Baggett Park - Athletic Field Lights - \$143,000; Dorsey Park restrooms - \$125,000; Lancaster, Baggett, CRRP, and Hollywood Rec Center - Restroom Improvements - \$145,000; Park & Three Notch Trail asphalt overlay - \$100,000; Wicomico Golf Course improvements (additional) - \$90,000; and bleachers - \$40,000. FY2021: Replace tennis court lights (Town Creek) -\$110,000; replace shingle roofs on the restroom and concession buildings (Lancaster Park) - \$10,000; replace playground (Lancaster Park) -\$200,000; and Wicomico improvements -\$195,000. FY2022: Playground -\$300,000. FY2023: Tennis court refurbishing and park roads and walkways - \$285,000. FY2024: Park roads and walkways and Leonard Hall Rec Center Painting -\$275,000. FY2025: Park roads and walkways -\$180,000.		 <p><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5</p>
<b>Discussion of Operating Budget Impact</b> Electric for new lighting systems on athletic fields is \$7,500 in FY2020.		


Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
PARK IMPROVEMENTS & FENCING	50,000		40,000	10,000					
WICOMICO GOLF COURSE IMPROVEMENTS	495,000		300,000	195,000					
COURT REFURBISHING	269,000		39,000	110,000		120,000			
BALLFIELD LIGHTING	443,000		443,000						
RESTROOMS	270,000		270,000						
PLAYGROUNDS	850,000		350,000	200,000	300,000				
PARK ROADS & WALKWAYS	690,000		130,000			165,000	215,000	180,000	
EQUIPMENT - BLEACHERS	45,500		45,500						
CARVER RECREATION CENTER IMPROVEMENTS	144,500		144,500						
LEONARD HALL RECREATION CENTER PAINT	60,000						60,000		
<b>TOTAL COSTS</b>	<b>3,317,000</b>		<b>1,762,000</b>	<b>515,000</b>	<b>300,000</b>	<b>285,000</b>	<b>275,000</b>	<b>180,000</b>	

**Funding Schedule**

BONDS	2,277,000		1,762,000	515,000					
TRANSFER TAXES	1,040,000				300,000	285,000	275,000	180,000	
IMPACT FEES - PARKS									
PAY-GO									
<b>TOTAL FUNDS</b>	<b>3,317,000</b>		<b>1,762,000</b>	<b>515,000</b>	<b>300,000</b>	<b>285,000</b>	<b>275,000</b>	<b>180,000</b>	

**Operating Impacts**


	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
CONTRACTED SERVICES(GRASS CUTTING)						
OTHER(ELECTRIC)	7,500					
<b>TOTAL COSTS</b>	<b>7,500</b>					

<b>Project Title</b> Recreation/Community Center	<b>Project Number</b> RP-2004	<b>Classification</b> Recreation and Parks
<b>Project Description</b> This project would construct a multiple use Recreation Center. The facility may include a gymnasium, fitness center, competitive gymnastics training room, Wi-Fi, locker rooms, restrooms, storage, basketball courts, multi-purpose rooms (2), meeting/social hall, catering kitchen, office spaces and vehicle parking. The project proposes A & E to identify needs prior to selecting a location and determining the facility and programmatic requirements in FY2020, design and engineering in FY2022 and construction in FY2025. On April 9, 2019, approval was given to work with the YMCA of the Chesapeake to bring a YMCA to St. Mary's County. As the plan develops, the CIP will be updated.		 <p data-bbox="820 703 1518 808"><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.D Create new and enhanced parks and recreation facilities that link existing parks and communities to provide expanded recreational opportunities while preserving environmental, aesthetic, and cultural</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ENGINEERING/SURVEY	525,000		75,000		450,000				
LAND ACQUISITION									
CONSTRUCTION/SITWORK	14,000,000							14,000,000	
CONSTRUCTION MANAGEMENT	200,000							200,000	
FURNITURE & EQUIPMENT	200,000							200,000	
OTHER	1,400,000							1,400,000	
<b>TOTAL COSTS</b>	<b>16,325,000</b>		<b>75,000</b>		<b>450,000</b>			<b>15,800,000</b>	

Funding Schedule									
BONDS	11,050,000				450,000				10,600,000
TRANSFER TAXES									
IMPACT FEES									
PAY-GO	75,000		75,000						
STATE FUNDS	200,000							200,000	
FEDERAL FUNDS									
OTHER SOURCES	5,000,000							5,000,000	
<b>TOTAL FUNDS</b>	<b>16,325,000</b>		<b>75,000</b>		<b>450,000</b>			<b>15,800,000</b>	

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						


<b>Project Title</b> Shannon Farm Property	<b>Project Number</b> RP-1905	<b>Classification</b> Recreation and Parks
<b>Project Description</b> Design and construct a community park in the Lexington Park area. The proposed park is envisioned to provide additional passive recreational and waterfront activities such as walking, hiking trails, kayaking, canoeing, fishing, sailing, educational and cultural activities and horseback riding on approximately 212-acre property with beach access to the Chesapeake Bay. Funding for a master plan was allocated in FY2019. Funding for design and engineering is requested in FY2020 and development in FY2024.		 <p data-bbox="812 703 1531 829"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5                 </p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	150,000		150,000						
LAND ACQUISITION									
CONSTRUCTION	2,280,000						2,280,000		
DEMOLITION									
INSPECTION/PROJ. MGMT	80,000						80,000		
UTILITIES									
EQUIPMENT- Picnic Tables, etc.									
OTHER- Master Plan	75,000	75,000							
<b>TOTAL COSTS</b>	<b>2,585,000</b>	<b>75,000</b>	<b>150,000</b>				<b>2,360,000</b>		

Funding Schedule									
BONDS	2,585,000	75,000	150,000					2,360,000	
TRANSFER TAXES									
IMPACT FEES - PARKS									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>2,585,000</b>	<b>75,000</b>	<b>150,000</b>					<b>2,360,000</b>	

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						




<b>Project Title</b> Snow Hill Park	<b>Project Number</b> RP-1901	<b>Classification</b> Recreation and Parks
<b>Project Description</b> Design and construct a new waterfront park. The park is envisioned to include, but not limited to: hiking and nature trails, forested/conservation areas and nature interpretation, fishing, canoeing and kayaking, motorized boat ramp and pier, picnic areas, playground, flexible use practice athletic fields, parking and restrooms. Funding for a determination of eligibility for the property to inventory its historic resources was allocated in FY2019. Funding for a master plan is requested in FY2020, design in FY2021 and construction in FY2023 and FY2024.		 <p data-bbox="820 703 1518 808"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.D Create new and enhanced parks and recreation facilities that link existing parks and communities to provide expanded recreational opportunities while preserving environmental, aesthetic, and cultural                 </p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	575,000	150,000	150,000	275,000					
CONSTRUCTION	5,870,000						2,900,000	2,970,000	
DEMOLITION									
INSPECTION/PROJECT MANAGEMENT	100,000						100,000		
EQUIPMENT AND FURNITURE	30,000							30,000	
<b>TOTAL COSTS</b>	<b>6,575,000</b>	<b>150,000</b>	<b>150,000</b>	<b>275,000</b>			<b>3,000,000</b>	<b>3,000,000</b>	

**Funding Schedule**

BONDS	5,045,000	150,000		275,000			2,310,000	2,310,000	
TRANSFER TAXES									
IMPACT FEES - PARKS	530,000		150,000				190,000	190,000	
PAY-GO									
STATE FUNDS	1,000,000						500,000	500,000	
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>6,575,000</b>	<b>150,000</b>	<b>150,000</b>	<b>275,000</b>			<b>3,000,000</b>	<b>3,000,000</b>	


Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
SUPPLIES AND MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Sports Complex	<b>Project Number</b> RP-1904	<b>Classification</b> Recreation and Parks
<b>Project Description</b> To build a state-of-the-art, multi-sports complex (9 playing fields) on county owed property known as St. Mary's Crossing in California, Maryland. Adequate Public Facility needs and site location should be reviewed/updated. The sports complex is envisioned to have numerous multi-purpose athletic fields that will be able to support youth soccer, lacrosse, field hockey and football games and tournaments. Phase I to include: four multi-purpose Synthetic Sports Turf athletic fields, restroom/concessions building and adequate parking facilities with lighting. Phase II to include: five additional multi-purpose Bermuda Grass athletic fields and additional parking. Design and engineering is requested in FY2020, Phase I construction in FY2021 and Phase II construction in FY2025.		 <p data-bbox="820 703 1518 808"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.D Create new and enhanced parks and recreation facilities that link existing parks and communities to provide expanded recreational opportunities while preserving environmental, aesthetic, and cultural                 </p>
<b>Discussion of Operating Budget Impact</b> There will be a need for grass cutting, electricity for field lighting, hourly staff, and turf maintenance once the Sport Complex is operational.		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
ENGINEERING/SURVEY	370,000		370,000						
LAND ACQUISITION									
CONSTRUCTION/SITWORK	5,615,000			3,302,500					2,312,500
CONSTRUCTION MANAGEMENT	230,000			172,500					57,500
FURNITURE & EQUIPMENT (IT)	100,000								100,000
OTHER-CONTINGENCY	925,000			693,750					231,250
<b>TOTAL COSTS</b>	<b>7,240,000</b>		<b>370,000</b>	<b>4,168,750</b>					<b>2,701,250</b>

Funding Schedule									
BONDS	4,750,000		370,000	2,668,750					1,711,250
TRANSFER TAXES									
IMPACT FEES - PARKS	190,000								190,000
PAY-GO									
STATE FUNDS	803,569			503,569					300,000
FEDERAL FUNDS									
OTHER SOURCES (Private Partnership)	1,496,431			996,431					500,000
<b>TOTAL FUNDS</b>	<b>7,240,000</b>		<b>370,000</b>	<b>4,168,750</b>					<b>2,701,250</b>

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING-FTEs						
PERSONAL SERVICES COSTS				75,000		
SUPPLIES & MATERIALS						
UTILITIES				50,000		
GRASS & GROUNDS				25,000		
OTHER						
<b>TOTAL COSTS</b>				<b>150,000</b>		


<b>Project Title</b> St. Clement's Island Museum Renovations	<b>Project Number</b> RP-1401	<b>Classification</b> Recreation and Parks
<b>Project Description</b> This multi-phase project will address museum building renovations, overflow parking, public access, health, and safety issues as well as update exhibit and interpretive spaces at the St. Clement's Island Museum, the site "Where Maryland Begins." Funding was approved in FY2017 for a conceptual design of the interior museum exhibit and public spaces. Funding is requested in FY2019, FY2020 and FY2022 for renovations of the existing museum building to include additional exhibit spaces. Many of the current exhibits are more than twenty years old and in need of updating to continue attracting local visitors and out of town tourists.  Prior Approval: - Replaced guttering around the museum building (\$2,485). Professional services to produce a conceptual design that updates the interior museum exhibit and public spaces - \$30,000. FY2019: Renovate St. Clement's Island Museum building to include construction preparation - \$100,000; exhibit design - \$45,000; relocation and storage expenses - \$20,000 and project management - \$16,500. FY2020: Complete renovations of St. Clement's Island Museum building - \$700,000; project management - \$70,000; exhibit fabrication and preparation for installation- \$170,500. FY2022: New exhibit installation - \$100,000; return staff to renovated building and workstation set-up - \$50,000; project management - \$15,000; and overflow parking - \$165,000.		
<b>Discussion of Operating Budget Impact</b> \$8,000 will be needed in FY2021 for electric.		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	75,000	75,000							
LAND ACQUISITION									
CONSTRUCTION	1,203,985	122,485	870,500			211,000			
DEMOLITION									
INSPECTION/PROJ. MANAGEMENT	101,500	16,500	70,000			15,000			
UTILITIES									
EQUIPMENT	4,000					4,000			
OTHER- Plans and Exhibits	100,000					100,000			
<b>TOTAL COSTS</b>	<b>1,484,485</b>	<b>213,985</b>	<b>940,500</b>			<b>330,000</b>			

Funding Schedule									
BONDS	676,750	101,500	485,250			90,000			
TRANSFER TAXES	32,485	32,485							
IMPACT FEES - PARKS	210,000		20,000			190,000			
PAY-GO									
STATE FUNDS	70,000	20,000				50,000			
FEDERAL FUNDS	85,250		85,250						
STATE FUNDS	410,000	60,000	350,000						
<b>TOTAL FUNDS</b>	<b>1,484,485</b>	<b>213,985</b>	<b>940,500</b>			<b>330,000</b>			

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING-FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES		8,000				
OTHER						
<b>TOTAL COSTS</b>		<b>8,000</b>				




<b>Project Title</b> Three Notch Trail - Phase Eight	<b>Project Number</b> RP-2104	<b>Classification</b> Recreation and Parks
<b>Project Description</b> Phase Eight: MD 245 Hollywood Road to Friendship School Road. This project continues development of the Three Notch Trail (TNT), a 10 ft. wide multi-use trail on the former railroad right-of-way. Funding requested in FY2021 will enable design and engineering of Phase Eight, a four and one-half mile section from MD 245 Hollywood Road to Friendship School Road. Funding for construction will be requested in 2023. The TNT will enable walking, bicycling, running and roller blading. The trail will also serve as a transportation alternative from residential neighborhoods to shopping, restaurants, and businesses.		 <p data-bbox="812 703 1531 825"> <b>Compliance With Comprehensive Plan Section</b>                      11.5.3.A Provide expanded pedestrian and bicycle recreational and transportation opportunities. P. 11-10                 </p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	350,000			350,000					
LAND ACQUISITION									
CONSTRUCTION	4,950,000					4,950,000			
DEMOLITION									
INSPECTION/PROJ. MGMT	90,000					90,000			
UTILITIES									
EQUIPMENT									
OTHER: SIGNAGE/LANDSCAPING	60,000					60,000			
<b>TOTAL COSTS</b>	<b>5,450,000</b>			<b>350,000</b>		<b>5,100,000</b>			

Funding Schedule									
BONDS	1,370,000			350,000		1,020,000			
TRANSFER TAXES									
IMPACT FEES - PARKS									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS	4,080,000					4,080,000			
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>5,450,000</b>			<b>350,000</b>		<b>5,100,000</b>			

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

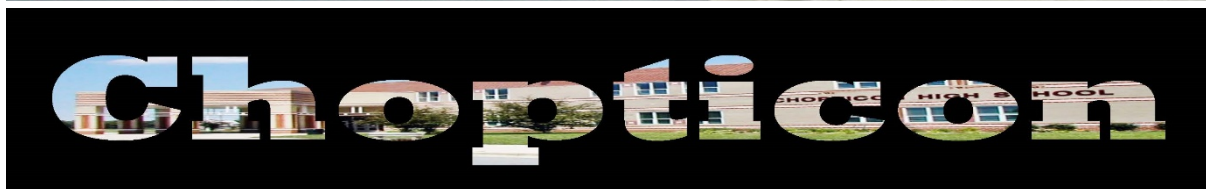
<b>Project Title</b> Three Notch Trail- Phase Seven	<b>Project Number</b> RP-1501	<b>Classification</b> Recreation and Parks
<b>Project Description</b> Phase Seven: Wildewood to Hollywood (3.33 mile section). This project continues development of the Three Notch Trail (TNT), a 10 ft. wide multi-use trail on the former railroad right-of-way. Funding for design and engineering of the trail was allocated in FY2015, a four mile section from Wildewood to Hollywood. Funding in FY2018 for potential easements and acquisition and FY2019 and FY2020 for the construction of the trail. The TNT will enable walking, bicycling, running and roller blading. The trail will also serve as a transportation alternative from residential neighborhoods to shopping, restaurants, and businesses.  Anticipated Design Approvals - Summer 2019 Anticipated Construction Start - Spring 2020 Anticipated Project Completion - Spring 2021		 <p data-bbox="820 705 1523 785"><b>Compliance With Comprehensive Plan Section</b>                  11.5.3.A Provide expanded pedestrian and bicycle recreational and transportation opportunities. P. 11-10</p>
<b>Discussion of Operating Budget Impact</b> \$12,195 for a groundskeeper (842 hrs.); grass cutting along the sides of the trail as each section is developed (contracted services) and for supplies and materials for minor repairs to signs, benches, etc.(\$3,630)		


Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECH/ENGINEERING	397,753	397,753							
LAND ACQUISITION	100,000	100,000							
CONSTRUCTION	5,483,743	4,783,743	700,000						
INSPECTION/PROJ. MGMT	81,000	81,000							
UTILITIES									
EQUIPMENT									
OTHER: SIGNAGE/LANDSCAPE	51,000	51,000							
<b>TOTAL COSTS</b>	<b>6,113,496</b>	<b>5,413,496</b>	<b>700,000</b>						

Funding Schedule									
BONDS	1,154,000	454,000	700,000						
TRANSFER TAXES	156,256	156,256							
IMPACT FEES - PARKS	352,320	352,320							
PAY-GO	78,724	78,724							
STATE FUNDS	815,393	815,393							
FEDERAL FUNDS	3,510,803	3,510,803							
MITIGATION-PARKS	46,000	46,000							
<b>TOTAL FUNDS</b>	<b>6,113,496</b>	<b>5,413,496</b>	<b>700,000</b>						

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING- FTEs						
PERSONAL SERVICES COSTS - HOURLY GROUNDKEEPER EMPLOYEE		12,195				
CONTRACTED SERVICES		2,380				
SUPPLIES & MATERIALS		1,250				
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>		<b>15,825</b>				

# ST. MARY'S COUNTY PUBLIC SCHOOLS




<b>Project Title</b> Aging School Program	<b>Project Number</b> PS-1506	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> Maryland's Aging Schools Program (ASP) is a state grant program funded from proceeds from State general obligation bonds. Eligible projects are restricted to those having at least a 15-year anticipated lifespan. These grant funds are distributed at the beginning of each fiscal year for eligible projects and expenditures for capital improvements to public school buildings and sites that, when completed, would protect the school building from deterioration, improve the safety of students and staff, and enhance the delivery of educational programs. These grant funds are distributed at the beginning of each fiscal year for eligible projects. Projects are reviewed and identified for submission based on the Capital Plan and the Comprehensive Maintenance Plan for Educational Facilities.	<div style="text-align: center;">  </div> <p><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>	
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	42,000	35,000	7,000						
LAND ACQUISITION									
CONSTRUCTION	317,000	264,000	53,000						
DEMOLITION									
INSPECTION/ PROJ. MGMT									
UTILITIES									
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>359,000</b>	<b>299,000</b>	<b>60,000</b>						

Funding Schedule									
BONDS									
TRANSFER TAXES	21,000	21,000							
IMPACT FEES									
PAY-GO	21,000	14,000	7,000						
STATE FUNDS	317,000	264,000	53,000						
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>359,000</b>	<b>299,000</b>	<b>60,000</b>						

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING- FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

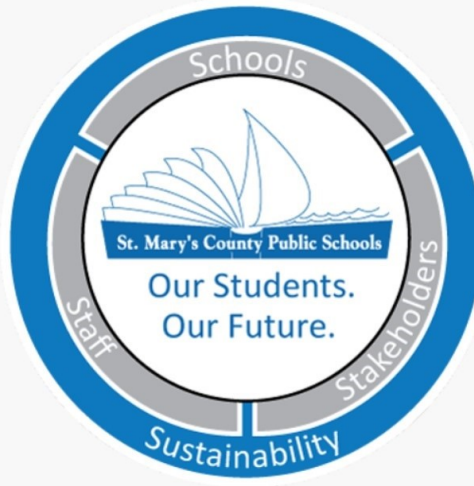


<b>Project Title</b> Building Infrastructure - Critical	<b>Project Number</b> PS-1804	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This program provides funds for major replacement, deferred maintenance and repair projects, system upgrades, and critical maintenance and repairs to critical building components to include: air handlers, chillers, cooling towers, fire alarms, oil tanks, water feeds, well pumps, and fields/grounds.  FY 2020: Benjamin Banneker E.S. Well Pump/Controls - \$150,000, Leonardtown H.S. Stadium Lights - \$400,000, High School Stadium Sound - \$100,000 FY 2021: Margaret Brent M.S. Water Feed - \$75,000, Chopticon H.S. Cooling Tower - \$ 154,000, Fields/Grounds - \$370,000, Leonardtown H.S. Auditorium Seating - \$350,000 FY 2022: White Marsh E.S. Plumbing - \$35,000, Great Mills H.S. Chiller and Cooling Tower - \$375,000, Hollywood E.S. Well/Pump - \$200,000, Fields/Grounds - \$220,000 FY 2023: Ridge E.S. Air Handlers - \$264,000, Fields/Grounds - \$170,000 FY 2024: Lettie Marshall Dent E.S. Well Pump Replacement - \$65,000, Green Holly E.S. Lift Station - \$50,000, Green Holly E.S. Generator - \$70,000, Fields/Grounds - \$170,000 FY 2025: Emergency Generator Replacements: Chopticon H.S. - \$196,000, Great Mills H.S. - \$142,000, Esperanza M.S. - \$145,000, Fields/Grounds - \$170,000		 <p><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	125,000	35,000	15,000	15,000	15,000	15,000	15,000	15,000	
LAND ACQUISITION									
CONSTRUCTION	4,896,000	1,115,000	635,000	934,000	815,000	419,000	340,000	638,000	
DEMOLITION									
INSPECTION / PROJ. MGMT.									
UTILITIES									
EQUIPMENT									
OTHER -CONTINGENCY									
<b>TOTAL COSTS</b>	<b>5,021,000</b>	<b>1,150,000</b>	<b>650,000</b>	<b>949,000</b>	<b>830,000</b>	<b>434,000</b>	<b>355,000</b>	<b>653,000</b>	

Funding Schedule									
BONDS	3,608,000	564,000	177,000	949,000	830,000	170,000	265,000	653,000	
TRANSFER TAXES	1,413,000	586,000	473,000			264,000	90,000		
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>5,021,000</b>	<b>1,150,000</b>	<b>650,000</b>	<b>949,000</b>	<b>830,000</b>	<b>434,000</b>	<b>355,000</b>	<b>653,000</b>	

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Building Infrastructure - Programmatic	<b>Project Number</b> PS-1805	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This program provides funds for programmatic construction and repairs of projects identified in the Comprehensive Maintenance Plan for Educational Facilities for life cycle replacement, to include: site paving, playgrounds, and flooring. Anticipated projects typically require minimal design services. FY 2020: Town Creek E.S. & Esperanza M.S. Paving - \$369,000 (\$111,000, \$258,000), Playgrounds - \$150,000, Green Holly E.S. (A) Flooring - \$99,000, FCI Study - \$125,000, PA Systems - \$100,000 FY 2021: Greenview Knolls E.S. & Chopticon H.S. Paving - \$820,000 (\$90,000, \$730,000), Greenview Knolls E.S. Flooring - \$90,000, PA Systems - \$150,000 FY 2022: Chopticon H.S., Esperanza M.S., Hollywood E.S., L.M. Dent E.S., Piney Point E.S., Flooring - \$592,000 (\$286,000, \$71,000, \$83,000, \$63,000, \$89,000), Great Mills H.S. Paving - \$485,000, PA Systems - \$150,000 FY 2023: G.W. Carver E.S., Park Hall E.S., Ridge E.S., Leonardtown H.S. Flooring - \$318,000 (\$35,000, \$38,000, \$35,000, \$210,000), Dynard E.S., G.W. Carver E.S., Hollywood E.S. Paving - \$331,000 (\$118,000, \$107,000, \$106,000), PA Systems - \$150,000 FY 2024: Benjamin Banneker E.S., Chopticon H.S., Leonardtown E.S. Flooring - \$138,000 (\$38,000, \$62,000, \$38,000), Benjamin Banneker E.S., Green Holly E.S., Lexington Park E.S. Paving - \$354,000 (\$47,000, \$190,000, \$117,000), PA Systems - \$150,000		
		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	73,000	13,000	10,000	10,000	10,000	10,000	10,000	10,000	
LAND ACQUISITION									
CONSTRUCTION	7,924,000	2,488,000	833,000	1,050,000	1,217,000	789,000	632,000	915,000	
DEMOLITION									
INSPECTION/PROJ. MGMT.									
UTILITIES									
OTHER- CONTINGENCY									
<b>TOTAL COSTS</b>	<b>7,997,000</b>	<b>2,501,000</b>	<b>843,000</b>	<b>1,060,000</b>	<b>1,227,000</b>	<b>799,000</b>	<b>642,000</b>	<b>925,000</b>	

Funding Schedule									
BONDS	5,354,786	2,126,000	225,000	237,754	757,032	589,000	495,000	925,000	
TRANSFER TAXES	2,642,214	375,000	618,000	822,246	469,968	210,000	147,000		
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>7,997,000</b>	<b>2,501,000</b>	<b>843,000</b>	<b>1,060,000</b>	<b>1,227,000</b>	<b>799,000</b>	<b>642,000</b>	<b>925,000</b>	


Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING-FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Chopticon High School - HVAC Systemic Renovation	<b>Project Number</b> PS-2401	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project is for the replacement of the HVAC system for the building, last updated in 2000. At the time of completion of the project, the system will be 25 years old. Maintenance monitors the system and provides repairs on an as-needed basis, pending the replacement. This funding is for the pre-design study to determine project scope based on field testing of the system.		<p><b>Picture Not Available</b></p>
<b>Discussion of Operating Budget Impact</b> Dependent on the type of HVAC system chosen for this school, the changes to utility consumption will be recalculated.		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	125,000							125,000	
LAND ACQUISITION									
CONSTRUCTION									
DEMOLITION									
INSPECTION/PROJ. MGMT									
UTILITIES									
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>125,000</b>							<b>125,000</b>	

Funding Schedule									
BONDS									
TRANSFER TAXES	125,000							125,000	
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>125,000</b>							<b>125,000</b>	

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICE COSTS						
CONTRACTED SERVICES						
OTHER						
<b>TOTAL COSTS</b>						


<b>Project Title</b> Dynard Elementary School -Roof/HVAC Replacement & Emergency Power	<b>Project Number</b> PS-1905	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> As part of the annual review and update of the CMP, the roof and HVAC replacement projects are reviewed. This project will replace approximately 41,050 square feet of existing roofing which was constructed in 1992. The installation of an emergency generator and upgrades to a number of low voltage systems will provide electrical power for egress lighting and life safety systems. A transfer switch will be installed that will allow for large roll-off generators to power essential portions of the building. Replacement of the HVAC system, which was installed in 1992, will include the heating plant and installation of a fire suppression system. Maintenance monitors the roof and HVAC system and provides repairs on an as-needed basis, pending the replacements. Local funds were provided in FY 2019 for completion of a study and partial design in advance of the project.		 <p data-bbox="820 730 1469 814"><b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b> Dependent upon the type of HVAC system chosen for this school, the changes to utility consumption will be recalculated.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	651,000	265,000	386,000						
LAND ACQUISITION									
CONSTRUCTION	6,989,000			2,898,000	4,091,000				
DEMOLITION									
INSPECTION/PROJ. MGMT.	25,000			25,000					
UTILITIES	25,000			25,000					
EQUIPMENT									
<b>TOTAL COSTS</b>	<b>7,690,000</b>	<b>265,000</b>	<b>386,000</b>	<b>2,948,000</b>	<b>4,091,000</b>				

Funding Schedule									
BONDS	4,777,554	265,000	386,000	35,554	4,091,000				
TRANSFER TAXES									
IMPACT FEES									
PAY-GO	14,446			14,446					
STATE FUNDS	2,898,000			2,898,000					
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>7,690,000</b>	<b>265,000</b>	<b>386,000</b>	<b>2,948,000</b>	<b>4,091,000</b>				

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES				11,933		
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>				<b>11,933</b>		




<b>Project Title</b> Great Mills High School - Partial Roof Replacement	<b>Project Number</b> PS-1903	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> As part of the annual review and update of the CMP, the roof replacement projects are reviewed. This project will replace approximately 90,982 square feet of existing bituminous roof that is failing. This area was not replaced during the 1997 renovation and addition and will be 26 years old at the time of replacement. The existing built-up roof will be replaced with a 4-ply built up roof with a 1/4" slope, with alternates for any potential cost overages. Maintenance monitors the roof and provides repairs on an as-needed basis, pending the roof replacement.		 <p data-bbox="820 730 1469 814"><b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	225,000	225,000							
LAND ACQUISITION									
CONSTRUCTION	3,281,562	850,000	2,431,562						
DEMOLITION									
INSPECTION/PROJ. MGMT.	10,000		10,000						
UTILITIES									
EQUIPMENT									
<b>TOTAL COSTS</b>	<b>3,516,562</b>	<b>1,075,000</b>	<b>2,441,562</b>						

Funding Schedule									
	Total Project	Prior Approval	Budget FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Balance to Complete
BONDS	1,558,000		1,558,000						
TRANSFER TAXES	225,000	225,000							
IMPACT FEES									
PAY-GO									
STATE FUNDS	1,733,562	850,000	883,562						
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>3,516,562</b>	<b>1,075,000</b>	<b>2,441,562</b>						


Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Great Mills High School - Partial Roof Replacement	<b>Project Number</b> PS-2103	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> As part of the annual review and update of the Comprehensive Maintenance Plan for Educational Facilities, the roof replacement projects are reviewed. This project will replace approximately 125,652 square feet of existing bituminous roof that is deteriorating. This project does not include the area (90,982) of the partial roof replacement project being requested in FY 2020. This area of the roof was last replaced in 1997 as part of the addition/renovation project and will be 27 years old at the time of replacement. Maintenance monitors the roof and provides repairs on an as-needed basis, pending the roof replacement. The FY 2021 funds are for pre-design study/testing work to ensure development of a scope for design/construction budgeting.		 <p data-bbox="820 724 1518 808"><b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	508,000			42,000			233,000	233,000	
LAND ACQUISITION									
CONSTRUCTION	5,525,000						2,766,000	2,759,000	
DEMOLITION									
INSPECTION/PROJ. MGMT	10,000						10,000		
UTILITIES	15,000						15,000		
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>6,058,000</b>			<b>42,000</b>			<b>3,024,000</b>	<b>2,992,000</b>	

Funding Schedule										
BONDS	3,500,000						508,000	2,992,000		
TRANSFER TAXES	42,000			42,000						
IMPACT FEES										
PAY-GO										
STATE FUNDS	2,516,000						2,516,000			
FEDERAL FUNDS										
OTHER SOURCES										
<b>TOTAL FUNDS</b>	<b>6,058,000</b>			<b>42,000</b>			<b>3,024,000</b>	<b>2,992,000</b>		

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
SUPPLIES & MATERIALS						
PERSONAL SERVICES COSTS						
UTILITIES						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Green Holly Elementary School - Partial Roof Replacement	<b>Project Number</b> PS-1902	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> As part of the annual review and update of the CMP, the roof replacement projects are reviewed. This project will replace approximately 51,740 square feet of existing asphalt shingles with a standing seam metal roof. This improves the life of the roof from 15 to 35 years. Maintenance monitors the roof and provides repairs on an as-needed basis, pending roof replacement. The roof is currently 28 years old and at the time of completion the existing roof will be 30 years old.		 <p data-bbox="824 730 1511 814"><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	153,000	153,000							
LAND ACQUISITION									
CONSTRUCTION	1,849,000	849,000	1,000,000						
DEMOLITION									
INSPECTION/PROJ.MGMT.	10,000	10,000							
UTILITIES									
EQUIPMENT									
<b>TOTAL COSTS</b>	<b>2,012,000</b>	<b>1,012,000</b>	<b>1,000,000</b>						

Funding Schedule									
	Total Project	Prior Approval	Budget FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Balance to Complete
BONDS	1,153,000	153,000	1,000,000						
TRANSFER TAXES									
IMPACT FEES									
PAY-GO									
STATE FUNDS	859,000	859,000							
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>2,012,000</b>	<b>1,012,000</b>	<b>1,000,000</b>						


Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Green Holly Elementary School - Roof/HVAC Systemic Renovation	<b>Project Number</b> PS-2301	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> As part of the annual update of the CMP, the roof and HVAC replacement projects are reviewed. This project will replace 46,450 square feet of existing bituminous roof on Building A that is failing and 6,185 square feet of existing bituminous roof on Building B that is failing. This project does not include the area (51,740 square feet) of Building B that was approved for replacement in FY 2019. The Building A roof was last replaced in 1992 and will be 33 years old at the time of replacement. The subject portion of the Building B roof was last replaced in 1999 and at the time of completion will be 26 years old. The project also includes the replacement of the HVAC system for building B, which was last replaced in 1992. At the time of completion of the project, the system will be 32 years old. Maintenance monitors the roof and HVAC system and provides repairs on an as-needed basis, pending the replacements.		<p style="text-align: center;"><b>Picture Not Available</b></p> <p><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b> Dependent on the type of HVAC system chosen for this school, the changes to utility consumption will be recalculated.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	865,500					59,000	708,000		98,500
LAND ACQUISITION									
CONSTRUCTION	7,548,500								7,548,500
DEMOLITION									
INSPECTION/PROJ. MGMT	10,000								10,000
UTILITIES	15,000								15,000
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>8,439,000</b>					<b>59,000</b>	<b>708,000</b>		<b>7,672,000</b>

Funding Schedule									
BONDS	5,073,000						708,000		4,365,000
TRANSFER TAXES	59,000					59,000			
IMPACT FEES									
PAY-GO									
STATE FUNDS	3,307,000								3,307,000
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>8,439,000</b>					<b>59,000</b>	<b>708,000</b>		<b>7,672,000</b>

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICE COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
OTHER						
<b>TOTAL COSTS</b>						


<b>Project Title</b> Green Holly Elementary School - Switch Gear & HVAC Replacement	<b>Project Number</b> PS-1904	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project is for the replacement of the electrical switchgear in the 1973 portion of the Green Holly Elementary School building (A), along with the replacement of the HVAC system for this portion of the building. At the time of completion of the project, the system will be 49 years old. The HVAC system replacement will include the heating plant 4000 MBH, all self-contained air conditioning units 1800 MBH with the associated 18 exhaust fans and 32 reheat coils, and installation of a fire suppression system. It is recommended that this be either a variable air volume system or fan coil system with a separate and dedicated tempered outside air source. Local funds were provided in FY 2019 for completion of a study and partial design in advance of the project.	 <p data-bbox="820 724 1518 808"><b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>	
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	431,000	125,000	306,000						
LAND ACQUISITION									
CONSTRUCTION	5,002,000		2,258,000	2,744,000					
DEMOLITION									
INSPECTION /PROJ. MGMT.	20,000		10,000	10,000					
UTILITIES	75,000		32,000	43,000					
EQUIPMENT									
<b>TOTAL COSTS</b>	<b>5,528,000</b>	<b>125,000</b>	<b>2,606,000</b>	<b>2,797,000</b>					

Funding Schedule										
	Total Project	Prior Approval	Budget	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Balance to Complete
BONDS	3,270,000	125,000	348,000	2,797,000						
TRANSFER TAXES										
IMPACT FEES										
PAY-GO										
STATE FUNDS	2,258,000		2,258,000							
FEDERAL FUNDS										
OTHER SOURCES										
<b>TOTAL FUNDS</b>	<b>5,528,000</b>	<b>125,000</b>	<b>2,606,000</b>	<b>2,797,000</b>						

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES			10,533			
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>			<b>10,533</b>			



<b>Project Title</b> Hollywood Elementary School - Roof/HVAC Replacement & Emergency Power	<b>Project Number</b> PS-1802	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> The roof and HVAC replacement projects are part of the CMP and EFMP and were combined into one project. This will enable the utilization of a single AE team, roofing consultant, and prime contractor. This ensures coordination, consistency, and efficiency and has been a method successfully utilized in similar past projects. Included is approximately 24,700 sq. ft. of existing 1 ply roofing (including canopies) and 40,500 sq. ft. of shingled roof, built in 1993. The hypalon roof has been problematic and required major repairs. The flat portion of the roof will be replaced with a 4-ply built up roof with 1/4" per sf slope tapered insulation and will include work on the flashing and roof drains. The shingled roof will be replaced with a standing seam metal roof. The HVAC system was constructed in 1992 and this project includes the replacement of the heating plant and installation of a fire suppression system for the entire facility. This includes the following equipment: 2 boilers, 1 chiller, 5 rooftop units, 14 fan powered mixing boxes, 17 variable air volume terminals, 25 unit and cabinet heaters, 16 fan coil units, and 5 exhaust fans, with all related accessories and controls. Alternates will be included for the roof and HVAC to allow for a bid award. In addition, low voltage data systems will be reviewed and included in the project, if warranted. These include PA, fire, and security systems. Maintenance monitors the roof and HVAC system and provides repairs on an as-needed basis, pending the replacements.		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3


**Discussion of Operating Budget Impact**  
 Dependent upon the type of HVAC system chosen for this school, the changes to utility consumption will be recalculated.

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	483,000	383,000	100,000						
LAND ACQUISITION									
CONSTRUCTION	6,365,000	4,928,000	1,437,000						
DEMOLITION									
INSPECTION/PROJ. MGMT	15,000	15,000							
UTILITIES	35,000	35,000							
EQUIPMENT									
<b>TOTAL COSTS</b>	<b>6,898,000</b>	<b>5,361,000</b>	<b>1,537,000</b>						

**Funding Schedule**

	Total Project	Prior Approval	Budget FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Balance to Complete
BONDS	3,343,000	2,701,000	642,000						
TRANSFER TAXES									
IMPACT FEES									
PAY-GO									
STATE FUNDS	3,555,000	2,660,000	895,000						
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>6,898,000</b>	<b>5,361,000</b>	<b>1,537,000</b>						

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES		12,885				
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>		<b>12,885</b>				


<b>Project Title</b> Lettie Marshall Dent Elementary School - Modernization	<b>Project Number</b> PS-2101	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> As part of the annual review and update of the Comprehensive Maintenance Plan for Educational Facilities, HVAC replacement projects are reviewed. This project will replace the HVAC system which was installed in 1992, along with lighting and communication system upgrades. Flooring and fixtures will be replaced with local funds. A transfer switch will be installed that will allow for large roll-off generators to power essential portions of the building. The existing underground fuel tank will be replaced. Maintenance monitors the HVAC system and provides repairs on an as-needed basis, pending the replacement. This project previously included an addition for increased capacity. Due to current enrollment and projections, all capacity projects have been removed from the capital improvements program.		 <p data-bbox="820 730 1469 814"><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	697,000			62,000	422,000	213,000			
LAND ACQUISITION									
CONSTRUCTION	7,034,000				2,953,000	4,081,000			
DEMOLITION									
INSPECTION/PROJ.MGMT.	10,000				10,000				
UTILITIES	15,000				15,000				
EQUIPMENT	500,000				250,000	250,000			
<b>TOTAL COSTS</b>	<b>8,256,000</b>			<b>62,000</b>	<b>3,650,000</b>	<b>4,544,000</b>			

**Funding Schedule**

BONDS	5,303,000			62,000	697,000	4,544,000			
TRANSFER TAXES									
IMPACT FEES									
PAY-GO									
STATE FUNDS	2,953,000				2,953,000				
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>8,256,000</b>			<b>62,000</b>	<b>3,650,000</b>	<b>4,544,000</b>			

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						


<b>Project Title</b> Mechanicsville Elementary School - Modernization	<b>Project Number</b> PS-2001	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project will address key components including electrical upgrade, ceiling, flooring, fire alarm, public address system, and windows. This building was constructed in 1951 and had additions in 1960 and 1979. The roof and HVAC components have been addressed through previous capital projects.		 <p data-bbox="820 730 1469 814"><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	933,000		47,000	467,000	219,000	200,000			
LAND ACQUISITION									
CONSTRUCTION	8,201,000			2,296,000	988,000	3,498,000	1,419,000		
DEMOLITION									
INSPECTION/PROJ. MGMT.	20,000				10,000	10,000			
UTILITIES	30,000				15,000	15,000			
EQUIPMENT	500,000					223,000	277,000		
<b>TOTAL COSTS</b>	<b>9,684,000</b>		<b>47,000</b>	<b>2,763,000</b>	<b>1,232,000</b>	<b>3,946,000</b>	<b>1,696,000</b>		

Funding Schedule									
BONDS	6,576,000			467,000	467,000	3,946,000	1,696,000		
TRANSFER TAXES									
IMPACT FEES									
PAY-GO	47,000		47,000						
STATE FUNDS	3,061,000			2,296,000	765,000				
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>9,684,000</b>		<b>47,000</b>	<b>2,763,000</b>	<b>1,232,000</b>	<b>3,946,000</b>	<b>1,696,000</b>		

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						



<b>Project Title</b> Park Hall Elementary School - Roof/HVAC Replacement & Sewer Lift Station	<b>Project Number</b> PS-1801	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> As part of the annual update of the CMP, the roof and HVAC replacement projects are reviewed and were combined into one project. This will enable the utilization of a single AE team, roofing consultant, and prime contractor. This will ensure coordination, consistency, and efficiency and has been a method successfully utilized in similar past projects. Included is approximately 35,000 sq. ft. of existing coal tar roofing which was replaced in 1989 and 28,000 sq. ft. of built-up roofing (including canopies), some of which is single ply. The existing built-up roof will be replaced with a 4-ply built up roof with a 1/4" slope, with alternates for any potential cost overages. Based on the height of the new tapered insulation, work will be done on the through wall flashing at adjoining walls. Overflow drains are not conforming and will require interior plumbing work. The HVAC system was also installed in 1994 and requires replacement. This includes the following equipment: one water chiller, two boilers, five rooftop units, twenty eight unit ventilators, nine fan coil units, two cabinet heaters, making one air handling unit OA, one five ton system, and fifteen exhaust fans, with all related accessories and controls. In addition, low voltage data systems will be reviewed and included in the project, if warranted. These include PA, fire, and security systems. Maintenance monitors the roof and HVAC system and provides repairs on an as-needed basis, pending the replacements.		
<b>Discussion of Operating Budget Impact</b> Dependent upon the type of HVAC system chosen for this school, the changes to utility consumption will be recalculated.		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	502,000	502,000							
LAND ACQUISITION									
CONSTRUCTION	6,650,000	4,925,000	1,725,000						
DEMOLITION									
INSPECTION/ PROJ. MGMT	15,000	15,000							
UTILITIES	35,000	35,000							
EQUIPMENT									
<b>TOTAL COSTS</b>	<b>7,202,000</b>	<b>5,477,000</b>	<b>1,725,000</b>						

**Funding Schedule**

	Total Project	Prior Approval	Budget FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Balance to Complete
BONDS	3,495,000	2,684,000	811,000						
TRANSFER TAXES									
IMPACT FEES									
PAY-GO									
STATE FUNDS	3,707,000	2,793,000	914,000						
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>7,202,000</b>	<b>5,477,000</b>	<b>1,725,000</b>						

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SRVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES		13,810				
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>		<b>13,810</b>				

<b>Project Title</b> Park Hall Elementary School State Relocatable	<b>Project Number</b> PS-2002	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project is for the relocation of state relocatable unit #533-78 from Spring Ridge Middle School to Park Hall Elementary School. This unit was originally to be moved to Fairlead Academy II along with state relocatable unit 533-22. It will be utilized for students during the phasing of the roof/HVAC systemic renovation project at the school. It is anticipated to remain in place following the completion of the systemic project for capacity needs.		Picture Not Available
		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P.10-3
<b>Discussion of Operating Budget Impact</b> No change to operating budget - relocatable unit moving within system.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING									
LAND ACQUISITION									
CONSTRUCTION	278,000		278,000						
DEMOLITION									
INSPECTION/PROJ. MGMT									
UTILITIES									
EQUIPMENT									
OTHER	23,000		23,000						
<b>TOTAL COSTS</b>	<b>301,000</b>		<b>301,000</b>						

Funding Schedule									
BONDS									
TRANSFER TAXES									
IMPACT FEES									
PAY-GO	157,000		157,000						
STATE FUNDS	144,000		144,000						
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>301,000</b>		<b>301,000</b>						


Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICE COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Piney Point Elementary School - HVAC Systemic Renovation	<b>Project Number</b> PS-2201	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project is for the replacement of the HVAC system for the building, last updated in 1993. At the time of completion of the project, the system will be 30 years old. Maintenance monitors the system and provides repairs on an as-needed basis, pending the replacement.		<p><b>Picture Not Available</b></p>
<b>Discussion of Operating Budget Impact</b> Dependent on the type of HVAC system chosen for this school, the changes to utility consumption will be recalculated.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	481,000				40,000	441,000			
LAND ACQUISITION									
CONSTRUCTION	5,223,000					40,000	2,248,000	2,075,000	860,000
DEMOLITION									
INSPECTION/PROJ. MGMT	10,000							10,000	
UTILITIES	15,000							15,000	
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>5,729,000</b>				<b>40,000</b>	<b>481,000</b>	<b>2,248,000</b>	<b>2,100,000</b>	<b>860,000</b>

Funding Schedule									
BONDS	3,441,000					481,000		2,100,000	860,000
TRANSFER TAXES	40,000				40,000				
IMPACT FEES									
PAY-GO									
STATE FUNDS	2,248,000						2,248,000		
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>5,729,000</b>				<b>40,000</b>	<b>481,000</b>	<b>2,248,000</b>	<b>2,100,000</b>	<b>860,000</b>

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICE COSTS						
CONTRACTED SERVICES						
SUPPLIES AND MATERIALS						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Relocatables for Various Sites	<b>Project Number</b> PS-1403	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> Based on current and projected enrollment, this project is to provide relocatable classrooms to meet the capacity needs at various locations. The current and projected enrollments are evaluated, both in the fall and the spring, to identify which schools will need relocatables for the following year. Based on the availability of funding in July of each year, relocatables relocated and/or purchased during the summer will not be available for use at the opening of school in August of each year due to the amount of time necessary for construction. This project provides for the relocation of several relocatables or the purchase of two (2) double classroom units annually in FY 2020 - FY 2022, as determined in the spring of each year, based on actual and projected enrollment. The intention of the school system is to design and place units so that they are available for August of each year, which requires design funding to be funded a year prior to installation.		 <p data-bbox="824 703 1511 787"><b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b> There will be no change in staffing based on the increased square footage.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	194,000	128,000	22,000	22,000	22,000				
CONSTRUCTION	2,321,700	1,334,700	329,000	329,000	329,000				
DEMOLITION									
INSPECTION/ PROJ. MGMT	57,500	35,000	7,500	7,500	7,500				
UTILITIES	92,500	55,000	12,500	12,500	12,500				
EQUIPMENT	70,000	28,000	14,000	14,000	14,000				
OTHER									
<b>TOTAL COSTS</b>	<b>2,735,700</b>	<b>1,580,700</b>	<b>385,000</b>	<b>385,000</b>	<b>385,000</b>				

Funding Schedule									
BONDS									
TRANSFER TAXES	2,735,700	1,580,700	385,000	385,000	385,000				
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>2,735,700</b>	<b>1,580,700</b>	<b>385,000</b>	<b>385,000</b>	<b>385,000</b>				


Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES	8,215	8,215	8,215			
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>	<b>8,215</b>	<b>8,215</b>	<b>8,215</b>			

<b>Project Title</b> Safety & Security Projects	<b>Project Number</b> PS-1906	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> There are several priorities that will be addressed with this funding in combination with state funding that has been appropriated to address school safety. Safety and security priorities include: completion of the replacement of door locks, bringing all existing and new camera systems onto one platform, installing camera systems at eight schools, and implementing an Alertus or other comparable pendant notification/alarm system.		Picture Not Available
		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING									
LAND ACQUISITION									
CONSTRUCTION	9,203,000	1,017,000	1,596,000	6,590,000					
DEMOLITION									
INSPECTION/PROJ. MGMT									
UTILITIES									
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>9,203,000</b>	<b>1,017,000</b>	<b>1,596,000</b>	<b>6,590,000</b>					

Funding Schedule									
	Total Project	Prior Approval	Budget FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Balance to Complete
BONDS	8,821,000	835,000	1,396,000	6,590,000					
TRANSFER TAXES									
IMPACT FEES									
PAY-GO									
STATE FUNDS	382,000	182,000	200,000						
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>9,203,000</b>	<b>1,017,000</b>	<b>1,596,000</b>	<b>6,590,000</b>					

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICE COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> School Capacity Study K-12	<b>Project Number</b> PS-2102	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project is for a study of all capacity needs K-12. It was previously a study of only secondary capacity. The study will include an analysis of enrollment and projections, a review of methods to incorporate new capacity, and system specific options for expansion and/or new facilities as well as consolidation of existing facilities.		<div style="text-align: center;">  </div> <p><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	175,000			175,000					
LAND ACQUISITION									
CONSTRUCTION									
DEMOLITION									
INSPECTION/PROJ. MGMT.									
UTILITIES									
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>175,000</b>			<b>175,000</b>					

Funding Schedule									
BONDS									
TRANSFER TAXES	175,000			175,000					
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>175,000</b>			<b>175,000</b>					

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Town Creek Elementary School - HVAC Systemic Renovation	<b>Project Number</b> PS-2104	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> As part of the annual review and update of the Comprehensive Maintenance Plan, HVAC replacement projects are reviewed. This project will replace the HVAC system which was installed in 1999. Maintenance monitors the HVAC system and provides repairs on an as-needed basis, pending the replacement.		<p><b>Picture Not Available</b></p>
<b>Discussion of Operating Budget Impact</b> Dependent on the type of HVAC system chosen for this school, the changes to utility consumption will be recalculated.		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
ARCHITECT/ENGINEERING	290,000			24,000	266,000				
LAND ACQUISITION									
CONSTRUCTION	3,149,000				24,000	2,756,000	369,000		
DEMOLITION									
INSPECTION/PROJ. MGMT	10,000					10,000			
UTILITIES	15,000					15,000			
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>3,464,000</b>			<b>24,000</b>	<b>290,000</b>	<b>2,781,000</b>	<b>369,000</b>		

Funding Schedule									
BONDS	2,059,000				290,000	1,400,000	369,000		
TRANSFER TAXES	24,000			24,000					
IMPACT FEES									
PAY-GO									
STATE FUNDS	1,381,000					1,381,000			
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>3,464,000</b>			<b>24,000</b>	<b>290,000</b>	<b>2,781,000</b>	<b>369,000</b>		

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICE COSTS						
CONTRACTED SERVICES						
OTHER						
<b>TOTAL COSTS</b>						





Amish horse and buggy




Little Red Schoolhouse, St. Clement's Island Museum, Coltons Point



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# SOLID WASTE

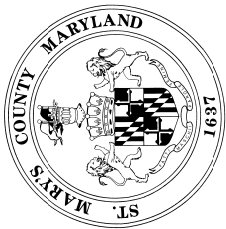


<b>Project Title</b> Clements Convenience Center Improvements	<b>Project Number</b> SW-1901	<b>Classification</b> Solid Waste
<b>Project Description</b> Completion of planned site expansion to improve operations at the Clements Convenience Center. Includes a wall extension to allow a second trash compactor, relocation of attendant booth, pavement widening to improve vehicle movements, and stormwater management improvements.		 <p data-bbox="812 703 1531 829"><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.A.v Meet increasing demand for solid waste management through use of traditional and innovative methods. P.10-1</p>
<b>Discussion of Operating Budget Impact</b> \$5,000 annual cost for SWM maintenance starting in FY2022 after completion of construction.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2020	5-Year Capital Plan					Balance to Complete
				FY2021	FY2022	FY2023	FY2024	FY2025	
CONSTRUCTION	545,000			545,000					
DESIGN	80,000	50,000	30,000						
ENGINEERING/SURVEY									
LAND ACQUISITION									
CONSTRUCTION MANAGEMENT									
CONTINGENCY	50,000		50,000						
<b>TOTAL COSTS</b>	<b>675,000</b>	<b>50,000</b>	<b>80,000</b>	<b>545,000</b>					

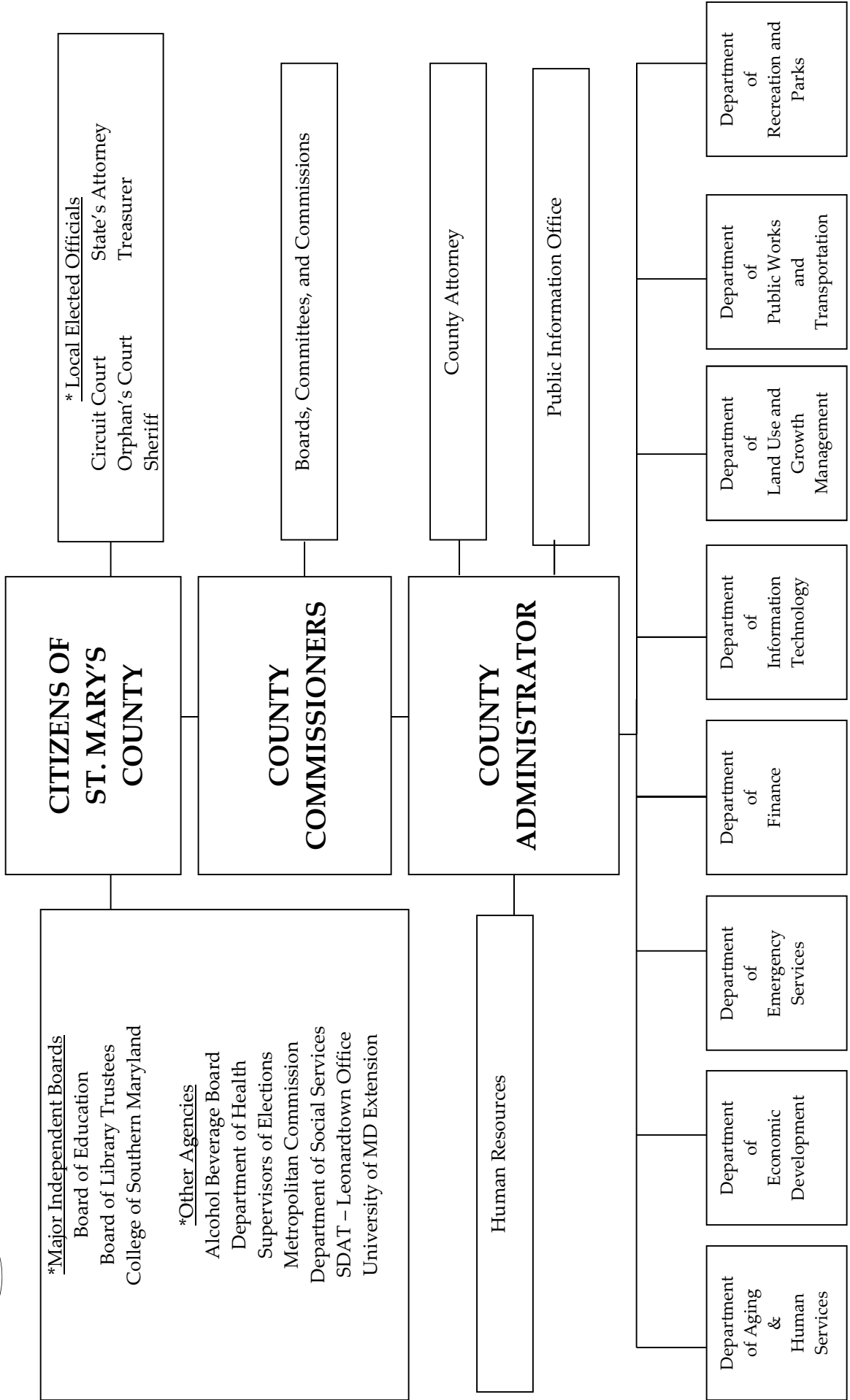
Funding Schedule									
	Total Project	Prior Approval	Budget FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Balance to Complete
BONDS	625,000		80,000	545,000					
TRANSFER TAXES	50,000	50,000							
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
<b>TOTAL FUNDS</b>	<b>675,000</b>	<b>50,000</b>	<b>80,000</b>	<b>545,000</b>					

Operating Impacts	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
STAFFING - FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES			5,000			
SUPPLIES & MATERIALS						
UTILITIES						
<b>TOTAL COSTS</b>			<b>5,000</b>			



# ST. MARY'S COUNTY GOVERNMENT

## Organizational Chart



\* County Commissioners have funding responsibility only

**CHANGES IN POSITIONS FOR COUNTY DEPARTMENTS and  
ELECTED OFFICIALS ~ FY2020 APPROVED BUDGET**

INCREASE/ (DECREASE)		POSITION DESCRIPTION	GRADE
<b>FULL-TIME EQUIVALENT</b>			
<b>AGING &amp; HUMAN SERVICES</b>			
1.00	NEW	Information & Assistance	6
0.75	Convert	Food Service Tech	3
<b>LEGAL</b>			
1.00	NEW	Senior Office Specialist	3
<b>ECONOMIC DEVELOPMENT</b>			
1.00	NEW	Ombudsman	8
<b>FINANCE</b>			
1.00	NEW	Fiscal Specialist III	5
<b>HUMAN RESOURCES</b>			
0.75	NEW	Wellness and Safety Officer	7
<b>LAND USE AND GROWTH MANAGEMENT</b>			
1.00	NEW	Planner V - Supervisor	10
(1.00)	NEW	Planner IV - Supervisor	9
<b>PUBLIC WORKS &amp; TRANSPORTATION</b>			
6.00	NEW	Janitor II	3
4.00	NEW	Equipment Operator II	4
<b>EMERGENCY SERVICES</b>			
1.00	NEW	Administrative Coordinator	4
0.75	NEW	Frequency Technician	6
1.00	NEW	Accreditation Manager	8
1.00	NEW	EMS Operational Program Manager	10
<b>SHERIFF'S OFFICE</b>			
<b>LAW</b>			
1.00	NEW	Herion Coordinator (Grant)	6
5.00	NEW	* Station Clerks	4
1.00	NEW	Compliance Control Investigator	7
1.00	NEW	Training Coordinator	7
1.00	NEW	Administrative Coordinator	4
<b>Law Enforcement</b>			
Eligible DFC Ranks (6)			
Eligible Corporal Ranks (6)			
<b>CORRECTIONS</b>			
6.00	NEW	* Corrections Officers	V01
2.00	NEW	Booking Specialists	6
1.00	Convert	Pre-Trial Case Coordinator	6
(1.00)	Convert	Grant Funded Pre - Trial Coordinator	6
<b>Corrections</b>			
Eligible CFC Ranks (8)			
Eligible Corporal Ranks (2)			
<b>STATES ATTORNEY</b>			
1.00	NEW	Chemist	9
37.25	TOTAL		

*\*Effective Hiring Date 1/1/2020*

*All other new positions effective hiring date 7/1/2019*



## AUTHORIZED COUNTY GOVERNMENT POSITIONS SUMMARY

STAFFING SUMMARY	FY2018 Adjusted	FY2019 Approved	FY2019 Adjusted	FY2020 Request	FY2020 Approved
Commissioners of St. Mary's County	6.75	6.75	6.75	6.75	6.75
County Administrator	6.00	6.00	6.00	8.00	6.00
Department on Aging & Human Services	28.55	30.75	30.75	32.50	32.50
County Attorney	5.00	5.00	6.00	7.00	7.00
Economic Development	10.00	8.00	8.00	8.00	9.00
Department of Finance	17.00	17.00	17.00	18.00	18.00
Human Resource	9.00	9.00	8.00	8.75	8.75
Land Use & Growth Management	31.00	31.00	31.00	31.00	31.00
Planning Commission	8.00	8.00	8.00	8.00	8.00
Board of Appeals	6.00	6.00	6.00	6.00	6.00
Public Works and Transportation	126.50	134.50	136.00	146.00	146.00
Recreation & Parks	39.00	39.00	40.00	40.00	40.00
Emergency Services	42.50	43.50	43.50	51.50	47.25
Information Technology	20.00	20.00	20.00	20.00	20.00
Circuit Court	17.00	17.00	17.00	17.00	17.00
Orphans Court	3.00	3.00	3.00	3.00	3.00
Sheriff	302.00	302.00	310.00	326.00	327.00
States Attorney	37.00	37.00	39.00	39.00	40.00
Treasurer	5.00	5.00	5.00	5.00	5.00
Social Services	2.00	2.00	2.00	2.00	2.00
Alcohol Beverage Office	1.75	1.75	1.75	1.75	1.75
Alcohol Beverage Board	5.00	5.00	5.00	5.00	5.00
Board of Elections	3.00	3.00	3.00	3.00	3.00
<b>TOTAL COUNTY GOVERNMENT</b>	<b>731.05</b>	<b>740.25</b>	<b>752.75</b>	<b>793.25</b>	<b>790.00</b>

This position and grade authorization chart includes only budgeted full-time and regular part-time positions.							
			M Merit	A Appointed	G Grant		
			C Contract	R Revenue	E Elected		
POSITION		Level	FY2018 Adjusted	FY2019 Approved	FY2019 Adjusted	FY2020 Request	FY2020 Approved
<b>COUNTY COMMISSIONERS</b>							
Commissioner	E		5.00	5.00	5.00	5.00	5.00
Administrative Assistant to CSMC	M	C08	1.00	1.00	1.00	1.00	1.00
Senior Administrative Coordinator -RPT	M	C05	0.75	0.75	0.75	0.75	0.75
<b>TOTAL</b>			<b>6.75</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>
<b>COUNTY ADMINISTRATOR</b>							
County Administrator	C		1.00	1.00	1.00	1.00	1.00
Communications Director	C		1.00	1.00	1.00	1.00	1.00
Admin. Asst. to the County Administrator	M	C07	1.00	1.00	1.00	1.00	1.00
Senior Administrative Coordinator	M	C05	0.00	0.00	0.00	1.00	0.00
Communications Coordinator	M	C06	0.00	0.00	1.00	1.00	1.00
Communications Coordinator	M	C05	1.00	1.00	0.00	0.00	0.00
Admin. Coordinator	M	C04	1.00	1.00	1.00	1.00	1.00
Video Media Producer	M	C04	1.00	1.00	1.00	2.00	1.00
<b>TOTAL</b>			<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>8.00</b>	<b>6.00</b>
<b>DEPARTMENT ON AGING &amp; HUMAN SERVICES</b>							
<b>Administrative/Grants</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Manager, Division of Operations	M	C10	1.00	1.00	1.00	1.00	1.00
Manager, Home & Com Ser	M	C10	1.00	1.00	1.00	1.00	1.00
Operations Manager	M	C08	3.00	3.00	3.00	3.00	3.00
Program Manager	G	C08	2.00	2.00	2.00	2.00	2.00
Project Manager	G	C09	0.00	0.00	1.00	1.00	1.00
Project Manager	G	C08	1.00	1.00	0.00	0.00	0.00
Supervisor III, Fiscal	M	C08	1.00	1.00	1.00	1.00	1.00
Program Coordinator	M/G	C07	3.00	3.00	3.00	3.00	3.00
Case Worker	G	C06	0.00	1.00	1.00	1.00	1.00
Coordinator I	M	C06	1.00	1.00	1.00	1.00	1.00
I & A Caseworker	M	C06	1.00	1.00	1.00	2.00	2.00
Data Base Specialist	M	C05	1.00	1.00	1.00	1.00	1.00
Fiscal Specialist IV	M/G	C06	0.00	0.00	1.00	1.00	1.00
Fiscal Specialist III	M/G	C05	1.00	1.00	0.00	0.00	0.00
Program Specialist	M	C05	3.00	3.00	3.00	3.00	3.00
Administrative Coordinator	M	C04	1.00	1.00	1.00	1.00	1.00
Food Service Tech	M/G	C03	2.25	2.25	2.25	3.00	3.00
Food Transporter	M/G	C03	0.50	0.50	0.50	0.50	0.50
Senior Office Specialist	M/G	C03	1.00	2.00	2.00	2.00	2.00
<b>Human Services /Community Services</b>							
Manager II, Community Services	M	C10	1.00	1.00	1.00	1.00	1.00
Coordinator III, Community Services	M/G	C08	1.00	1.00	1.00	1.00	1.00
Teen Court Coordinator II	M	C07	0.80	1.00	1.00	1.00	1.00
Coordinator I	M	C06	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>28.55</b>	<b>30.75</b>	<b>30.75</b>	<b>32.50</b>	<b>32.50</b>

POSITION		Level	FY2018 Adjusted	FY2019 Approved	FY2019 Adjusted	FY2020 Request	FY2020 Approved
<b>COUNTY ATTORNEY</b>							
County Attorney	C		1.00	1.00	1.00	1.00	1.00
Deputy County Attorney	M	C12	1.00	1.00	1.00	1.00	1.00
Paralegal	M	C09	0.00	0.00	2.00	2.00	2.00
Risk Manager	M	C09	0.00	0.00	1.00	1.00	1.00
Paralegal	M	C08	2.00	2.00	0.00	0.00	0.00
Coordinator II	M	C07	0.00	0.00	1.00	1.00	1.00
Coordinator I	M	C06	1.00	1.00	0.00	0.00	0.00
Senior Office Specialist	M	C03	0.00	0.00	0.00	1.00	1.00
<b>TOTAL</b>			<b>5.00</b>	<b>5.00</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>
<b>ECONOMIC DEVELOPMENT</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Deputy Director	M	C11	1.00	1.00	1.00	1.00	1.00
Agricultural Development Manager II	M	C10	1.00	1.00	1.00	1.00	1.00
Tourism Manager	M	C10	1.00	0.00	0.00	0.00	0.00
Planner IV	M	C09	1.00	1.00	1.00	1.00	1.00
Economic Development Specialist	M	C09	0.00	0.00	2.00	2.00	2.00
Coordinator III, Business Development	M	C08	2.00	2.00	0.00	0.00	0.00
Ombudsman	M	C08	0.00	0.00	0.00	0.00	1.00
Sr. Administrative Coordinator	M	C05	3.00	2.00	2.00	2.00	2.00
<b>TOTAL</b>			<b>10.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>
<b>FINANCE DEPARTMENT</b>							
Chief Financial Officer	C		1.00	1.00	1.00	1.00	1.00
Deputy Director, Finance	M	C12	0.00	0.00	1.00	1.00	1.00
Procurement Manager	M	C12	0.00	0.00	1.00	1.00	1.00
Accounting Officer	M	C11	1.00	1.00	1.00	1.00	1.00
Deputy Director, Finance	M	C11	1.00	1.00	0.00	0.00	0.00
Procurement Manager	M	C11	1.00	1.00	0.00	0.00	0.00
Budget Analyst	M	C10	3.00	3.00	3.00	3.00	3.00
Senior Accountant	M	C09	1.00	1.00	1.00	1.00	1.00
Senior Buyer	M	C08	1.00	1.00	1.00	1.00	1.00
Buyer	M	C07	1.00	1.00	1.00	1.00	1.00
Accountant	M	C07	0.00	0.00	1.00	1.00	1.00
Accountant	M	C06	1.00	1.00	0.00	0.00	0.00
Fiscal Specialist IV - Payroll	M	C06	2.00	2.00	2.00	2.00	2.00
Fiscal Specialist IV	M	C06	0.00	0.00	2.00	2.00	2.00
Fiscal Specialist III	M	C05	2.00	2.00	0.00	1.00	1.00
Sr. Administrative Coordinator	M	C05	0.00	0.00	1.00	1.00	1.00
Administrative Coordinator	M	C04	1.00	1.00	1.00	1.00	1.00
Procurement Specialist	M	C04	1.00	1.00	0.00	0.00	0.00
<b>TOTAL</b>			<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>18.00</b>	<b>18.00</b>

POSITION		Level	FY2018 Adjusted	FY2019 Approved	FY2019 Adjusted	FY2020 Request	FY2020 Approved
<b>HUMAN RESOURCES</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Deputy Director, Human Resources	M	C11	1.00	1.00	1.00	1.00	1.00
Benefits Coordinator	M	C08	1.00	1.00	1.00	1.00	1.00
Risk Analyst	M	C08	1.00	1.00	0.00	0.00	0.00
ADA/FMLA Coordinator	M	C07	1.00	1.00	1.00	1.00	1.00
Fire/EMS Volunteer Coordinator	R	C07	1.00	1.00	1.00	1.00	1.00
Wellness & Safety Officer	M	C07	0.00	0.00	0.00	0.75	0.75
Coordinator I	M	C06	1.00	1.00	1.00	1.00	1.00
Senior HR Specialist	M	C05	2.00	2.00	2.00	2.00	2.00
<b>TOTAL</b>			<b>9.00</b>	<b>9.00</b>	<b>8.00</b>	<b>8.75</b>	<b>8.75</b>
<b>LAND USE &amp; GROWTH MANAGEMENT</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Deputy Director	M	C11	1.00	1.00	1.00	1.00	1.00
Office Manager I	M	C08	1.00	1.00	1.00	1.00	1.00
Fiscal Specialist IV	M	C06	1.00	1.00	1.00	1.00	1.00
Senior Administrative Coordinator	M	C05	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	M	C04	1.00	1.00	1.00	1.00	1.00
Sr. Office Specialist	M	C03	1.00	1.00	1.00	1.00	1.00
<b>Comprehensive Planning</b>							
Senior Planner	M	C10	1.00	1.00	1.00	1.00	1.00
Planner III	M	C08	2.00	2.00	2.00	2.00	2.00
MPO Planner	M	C05	1.00	1.00	1.00	1.00	1.00
<b>Development Services</b>							
Planner V - Supervisor	M	C10	0.00	0.00	0.00	0.00	1.00
Planner IV - Supervisor	M	C09	1.00	1.00	1.00	1.00	0.00
Planner III	M	C08	1.00	1.00	2.00	2.00	2.00
Planner II	M	C07	2.00	2.00	1.00	1.00	1.00
Administrative Coordinator	M	C04	1.00	1.00	1.00	1.00	1.00
<b>Permits</b>							
Permits Manager	M	C09	0.00	0.00	1.00	1.00	1.00
Permits Coordinator	M	C08	1.00	1.00	0.00	0.00	0.00
Planner II Stormwater Management	M	C07	1.00	1.00	1.00	1.00	1.00
Permits Specialist II	M	C05	1.00	1.00	1.00	1.00	1.00
Permits Specialist I	M	C04	2.00	2.00	2.00	2.00	2.00
<b>Inspections &amp; Compliance</b>							
Zoning Compliance Supervisor	M	C08	1.00	1.00	1.00	1.00	1.00
Inspector II	M	C06	4.00	4.00	4.00	4.00	4.00
Inspections Coordinator	M	C05	1.00	1.00	1.00	1.00	1.00
<b>Zoning</b>							
Planner IV	M	C09	1.00	1.00	1.00	1.00	1.00
Planner III	M	C08	1.00	1.00	1.00	1.00	1.00
Planner II	M	C07	1.00	1.00	1.00	1.00	1.00
Sr. Planning Specialist	M	C05	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>31.00</b>	<b>31.00</b>	<b>31.00</b>	<b>31.00</b>	<b>31.00</b>



POSITION		Level	FY2018 Adjusted	FY2019 Approved	FY2019 Adjusted	FY2020 Request	FY2020 Approved
<b>LAND USE &amp; GROWTH MANAGEMENT continued:</b>							
<b>PLANNING COMMISSION</b>							
Chairman	A		1.00	1.00	1.00	1.00	1.00
Member	A		7.00	7.00	7.00	7.00	7.00
<b>TOTAL</b>			<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
<b>BOARD OF APPEALS</b>							
Chairman	A		1.00	1.00	1.00	1.00	1.00
Member	A		5.00	5.00	5.00	5.00	5.00
<b>TOTAL</b>			<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<b>PUBLIC WORKS &amp; TRANSPORTATION</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Manager II - Fiscal	M	C10	1.00	1.00	1.00	1.00	1.00
Coordinator II	M	C07	1.00	1.00	0.00	0.00	0.00
Coordinator I	M	C06	0.00	0.00	1.00	1.00	1.00
<b>Project Management</b>							
Deputy Director	M	C12	1.00	1.00	2.00	2.00	2.00
Manager, Capital Projects	M	C12	1.00	1.00	0.00	0.00	0.00
Senior Project Manager	M	C12	1.00	1.00	0.00	0.00	0.00
Senior Program Manager MS-4	M	C11	1.00	1.00	0.00	0.00	0.00
Project Manager III	M	C10	1.00	1.00	4.00	4.00	4.00
Project Manager	M	C09	1.00	1.00	0.00	0.00	0.00
Senior Engineer Technician	M	C08	1.00	1.00	1.00	1.00	1.00
<b>Development Review</b>							
Engineer III	M	C11	1.00	1.00	1.00	1.00	1.00
Engineer Technician	M	C07	1.00	1.00	1.00	1.00	1.00
Coordinator, Development Review	M	C06	1.00	1.00	1.00	1.00	1.00
<b>Construction &amp; Inspection</b>							
Manager II	M	C10	1.00	1.00	1.00	1.00	1.00
Lead Inspector	M	C08	0.00	0.00	1.00	1.00	1.00
Inspector III	M	C07	5.00	5.00	3.00	3.00	3.00
<b>County Highways</b>							
Manager II, Highway	M	C10	1.00	1.00	1.00	1.00	1.00
Manager I	M	C09	0.00	0.00	1.00	1.00	1.00
Coordinator II	M	C07	0.00	0.00	1.00	1.00	1.00
Supervisor II, Highway	M	C07	1.00	1.00	0.00	0.00	0.00
Supervisor, Traffic & Permits	M	C07	0.00	0.00	1.00	1.00	1.00
Coordinator I	M	C06	1.00	1.00	0.00	0.00	0.00
Road Foreman	M	C06	5.00	5.00	5.00	5.00	5.00
Supervisor, Traffic & Permits	M	C06	1.00	1.00	0.00	0.00	0.00
Equipment Operator III	M	C05	5.00	5.00	5.00	5.00	5.00
Equipment Operator II	M	C04	6.00	8.00	8.00	12.00	12.00
Sign Maintenance Operator	M	C05	0.00	0.00	1.00	1.00	1.00
Sign Maintenance Operator	M	C04	1.00	1.00	0.00	0.00	0.00
Equipment Operator I	M	C03	4.00	4.00	18.00	18.00	18.00
Maintenance Worker	M	C02	15.00	15.00	0.00	0.00	0.00

POSITION		Level	FY2018 Adjusted	FY2019 Approved	FY2019 Adjusted	FY2020 Request	FY2020 Approved
<b>PUBLIC WORKS &amp; TRANSPORTATION continued:</b>							
<b>Solid Waste &amp; Recycling</b>							
Manager, Solid Waste/Recycling	R	C09	1.00	1.00	1.00	1.00	1.00
Equipment Operator III	R	C05	4.00	4.00	4.00	4.00	4.00
Weighmaster	R	C03	2.00	2.00	2.00	2.00	2.00
Landfill Attendant	R	C01	7.00	7.00	7.00	7.00	7.00
<b>MS-4 Program</b>							
Senior Program Manager MS-4	M	C11	0.00	0.00	1.00	1.00	1.00
Project Manager	M	C09	0.00	0.00	1.00	1.00	1.00
Inspector III	M	C07	0.00	0.00	1.00	1.00	1.00
<b>Airport</b>							
Manager II	M	C10	0.00	1.00	1.00	1.00	1.00
<b>Transportation &amp; Non-Public SchoolBus</b>							
Manager II	M	C10	1.00	1.00	1.00	1.00	1.00
Supervisor III	M/G	C08	2.00	2.00	2.00	2.00	2.00
Fleet Services Coordinator	M	C07	1.00	1.00	1.00	1.00	1.00
Supervisor II	M	C07	1.00	1.00	1.00	1.00	1.00
Fiscal Specialist IV	G	C06	1.00	1.00	1.00	1.00	1.00
Supervisor Shop Transportation	M	C06	1.00	1.00	1.00	1.00	1.00
Equipment Mechanic II	M	C05	3.00	3.00	3.00	3.00	3.00
Inventory Control Specialist	M	C05	1.00	1.00	1.00	1.00	1.00
Equipment Mechanic I	M	C04	3.00	3.00	3.00	3.00	3.00
Mobile Equipment Mechanic	M	C04	1.00	1.00	1.00	1.00	1.00
Transportation Spec/Trainer	G	C04	1.00	1.00	1.00	1.00	1.00
Transportation Specialist	G	C04	3.00	4.00	4.00	5.00	4.00
Bus Driver	G	C03	12.50	13.50	14.00	14.00	14.00
<b>Mailroom</b>							
Mail Clerk	M	C03	2.00	2.00	2.00	2.00	2.00
<b>Building Services</b>							
Building Service Manager	M	C10	1.00	1.00	1.00	1.00	1.00
Supervisor II, Building Services	M	C07	1.00	1.00	1.00	1.00	1.00
Coordinator I	M	C06	1.00	1.00	1.00	1.00	1.00
Sr. Maintenance Mechanic	M	C06	1.00	1.00	1.00	1.00	1.00
Lead Maintenance Mechanic	M	C05	6.00	7.00	8.00	8.00	8.00
Administrative Coordinator	M	C04	1.00	1.00	1.00	1.00	1.00
Janitor III	M	C04	1.00	1.00	1.00	1.00	1.00
Custodian	M	C03	1.00	1.00	1.00	1.00	1.00
Facilities Mechanic	M	C03	1.00	1.00	0.00	0.00	0.00
Janitor II	M	C03	0.00	2.00	2.00	7.00	8.00
Maintenance Mechanic	M	C03	6.00	6.00	6.00	6.00	6.00
<b>TOTAL</b>			<b>126.50</b>	<b>134.50</b>	<b>136.00</b>	<b>146.00</b>	<b>146.00</b>
<b>RECREATION &amp; PARKS</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Manager II - Park Program	M	C10	1.00	1.00	1.00	1.00	1.00
Project Manager	M	C09	0.00	0.00	1.00	1.00	1.00
Coordinator III Admin	M	C08	1.00	1.00	1.00	1.00	1.00
Coordinator III R&P	M	C08	3.00	3.00	3.00	3.00	3.00
Therapeutic Recreation Specialist	M	C08	1.00	1.00	1.00	1.00	1.00
Fiscal Specialist IV	M	C06	2.00	2.00	2.00	2.00	2.00

POSITION		Level	FY2018 Adjusted	FY2019 Approved	FY2019 Adjusted	FY2020 Request	FY2020 Approved
<b>RECREATION &amp; PARKS continued:</b>							
Senior Admin Coordinator	M	C05	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	M	C04	2.00	2.00	2.00	2.00	2.00
<b>Parks Maintenance</b>							
Manager II, Parks Maintenance	M	C10	1.00	1.00	1.00	1.00	1.00
Coordinator III - R&P Maintenance	M	C08	1.00	1.00	1.00	1.00	1.00
Supervisor II	M	C07	0.00	0.00	1.00	1.00	1.00
Maintenance Foreman	M	C06	3.00	3.00	2.00	2.00	2.00
Supervisor R&P	M	C06	1.00	1.00	1.00	1.00	1.00
Supervisor Shop - Parks Maintenance	M	C06	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	M	C04	1.00	1.00	1.00	1.00	1.00
Maintenance Crew Chief	M	C04	1.00	1.00	1.00	1.00	1.00
Senior Groundskeeper	M	C03	2.00	2.00	2.00	2.00	2.00
Groundskeeper - Parks Maint.	M	C02	5.00	5.00	5.00	5.00	5.00
<b>Museum</b>							
Museum Director	M	C10	1.00	1.00	1.00	1.00	1.00
Coordinator II	M	C07	1.00	1.00	0.00	0.00	0.00
Supervisor - Museum	M	C07	1.00	1.00	2.00	2.00	2.00
Museum Specialist	M	C06	1.00	1.00	1.00	1.00	1.00
Museum Technician	M	C04	1.00	1.00	1.00	1.00	1.00
<b>Golf Course</b>							
Manager, Golf Course	C/R		1.00	1.00	1.00	1.00	1.00
Supervisor II - Golf Course	R	C07	1.00	1.00	1.00	1.00	1.00
Food and Beverage Specialist	R	C06	1.00	1.00	1.00	1.00	1.00
Equipment Mechanic I	R	C04	0.00	0.00	1.00	1.00	1.00
Senior Groundskeeper	R	C03	1.00	1.00	2.00	2.00	2.00
Groundskeeper, Golf Course	R	C02	2.00	2.00	0.00	0.00	0.00
<b>TOTAL</b>			<b>39.00</b>	<b>39.00</b>	<b>40.00</b>	<b>40.00</b>	<b>40.00</b>
<b>EMERGENCY SERVICES</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Medical Director - RPT	C		0.50	0.50	0.50	0.50	0.50
Chief of Communications	M	C10	0.00	1.00	1.00	1.00	1.00
EMS Operational Manager	M	C10	0.00	0.00	0.00	1.00	1.00
Fire Marshall	M	C10	0.00	0.00	0.00	1.00	0.00
Training & Quality Assur. Coordinator	M	C09	1.00	1.00	1.00	1.00	1.00
Emergency Management Manager I	M	C09	1.00	1.00	1.00	1.00	1.00
Emergency Services Coordinator	M	C08	1.00	1.00	1.00	1.00	1.00
Lead Technician - RF	M	C09	0.00	0.00	1.00	1.00	1.00
Lead Technician - RF	M	C08	1.00	1.00	0.00	0.00	0.00
Tech Service Coordinator	M	C08	1.00	1.00	1.00	1.00	1.00
Public Safety Dispatch Supervisor	M	C08	0.00	0.00	4.00	4.00	4.00
Accreditation Manager	M	C08	0.00	0.00	0.00	1.00	1.00
Office Manager I	M	C08	0.00	0.00	1.00	1.00	1.00
Comm. Specialist IV	M	C07	4.00	4.00	0.00	0.00	0.00
Paramedics	M	C07	0.00	0.00	0.00	2.00	0.00
Public Safety Dispatch Asst. Supervisor	M	C07	0.00	0.00	8.00	8.00	8.00
CAD Technician	M	C07	0.00	0.00	0.00	1.00	0.00
Office Manager	M	C07	1.00	1.00	0.00	0.00	0.00

POSITION		Level	FY2018 Adjusted	FY2019 Approved	FY2019 Adjusted	FY2020 Request	FY2020 Approved
<b>EMERGENCY SERVICES continued:</b>							
Supervisor-Animal Control	M	C07	1.00	1.00	1.00	1.00	1.00
Animal Warden	M	C06	4.00	4.00	4.00	4.00	4.00
Communications Specialist III	M	C06	8.00	8.00	0.00	0.00	0.00
Fiscal Specialist IV	M	C06	1.00	1.00	1.00	1.00	1.00
Radio Frequency Technician I	M	C06	1.00	1.00	1.00	2.00	1.75
Public Safety Dispatch II	M	C05	11.00	11.00	11.00	11.00	11.00
Administrative Coordinator	M	C04	0.00	0.00	0.00	1.00	1.00
Public Safety Dispatch I	M	C04	5.00	5.00	5.00	5.00	5.00
<b>TOTAL</b>			<b>42.50</b>	<b>43.50</b>	<b>43.50</b>	<b>51.50</b>	<b>47.25</b>
<b>INFORMATION TECHNOLOGY</b>							
Chief Information Officer	C		1.00	1.00	1.00	1.00	1.00
Deputy Director, Technology	M	C13	1.00	1.00	1.00	1.00	1.00
Systems Analyst	M	C11	1.00	1.00	1.00	1.00	1.00
GIS Supervisor	M	C11	1.00	1.00	1.00	1.00	1.00
WAN Administrator	M	C11	1.00	1.00	1.00	1.00	1.00
Sr. Software Design & Developer	M	C11	1.00	1.00	1.00	1.00	1.00
AS/400 Programmer Analyst	M	C09	1.00	1.00	1.00	1.00	1.00
Lead Technician - PC	M	C09	1.00	1.00	1.00	1.00	1.00
Program Analyst	M	C09	1.00	1.00	1.00	1.00	1.00
PC Technician II	M	C08	1.00	1.00	2.00	2.00	2.00
Webmaster	M	C08	1.00	1.00	1.00	1.00	1.00
GIS Analyst	M	C09	0.00	0.00	1.00	1.00	1.00
GIS/Database Specialist	M	C08	1.00	1.00	0.00	0.00	0.00
Archives Manager	M	C07	1.00	1.00	1.00	1.00	1.00
Help Desk Tech	M	C07	3.00	3.00	3.00	3.00	3.00
PC Technician I	M	C07	1.00	1.00	0.00	0.00	0.00
Fiscal Specialist IV	M	C06	1.00	1.00	1.00	1.00	1.00
GIS/CADD Operator	M	C06	1.00	1.00	1.00	1.00	1.00
Addressing Technician	M	C04	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>
<b>CIRCUIT COURT</b>							
Court Administrator	A	C09	1.00	1.00	1.00	1.00	1.00
Case Manager II	A	C08	0.00	0.00	1.00	1.00	1.00
Court Reporter	A	C08	1.00	1.00	1.00	1.00	1.00
Drug Court Case Manager	G	AE22	1.00	1.00	1.00	1.00	1.00
Coordinator II	G	AE23	1.00	1.00	1.00	1.00	1.00
Judicial Admin. Asst. II	A	C07	1.00	1.00	1.00	1.00	1.00
Case Manager I	A	C06	0.00	0.00	1.00	1.00	1.00
Judicial Admin. Asst. I	A	C06	2.00	2.00	2.00	2.00	2.00
Magistrates Admin. Asst.	A/G	C06	2.00	2.00	2.00	2.00	2.00
Sr. Assignment Clerk	A	C06	1.00	1.00	0.00	0.00	0.00
Drug Court Case Coordinator	G	AE21	1.00	1.00	1.00	1.00	1.00
Fiscal Specialist III	A/G	C05	1.00	1.00	1.00	1.00	1.00
Admin Coordinator	A	C04	1.00	1.00	0.00	0.00	0.00
Bailiff	A		3.50	3.50	3.50	3.50	3.50
Chief Bailiff	A		0.50	0.50	0.50	0.50	0.50
<b>TOTAL</b>			<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>

POSITION		Level	FY2018 Adjusted	FY2019 Approved	FY2019 Adjusted	FY2020 Request	FY2020 Approved
<b>ORPHAN'S COURT</b>							
Judge	E		3.00	3.00	3.00	3.00	3.00
<b>TOTAL</b>			<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>SHERIFF'S DEPARTMENT</b>							
<b>Law Enforcement</b>							
Sheriff	E		1.00	1.00	1.00	1.00	1.00
<b>SWORN</b>							
Corporal	M/G	M07	46.00	49.00	49.00	49.00	49.00
Major	M	M06	1.00	1.00	1.00	1.00	1.00
Captain	M	M05	4.00	4.00	4.00	4.00	4.00
Lieutenant	M	M04	9.00	9.00	9.00	9.00	9.00
Sergeant	M	M03	17.00	17.00	17.00	17.00	17.00
Deputy First Class	M/G	M02	17.00	21.00	21.00	21.00	21.00
Deputy	M/C	M01	42.00	35.00	42.00	42.00	42.00
<b>CIVILIAN</b>							
Chief of Staff	C	C11	1.00	1.00	1.00	1.00	1.00
Community Mental Health Liaison	M	C10	1.00	1.00	1.00	1.00	1.00
Public Information Officer	M	C10	1.00	1.00	1.00	1.00	1.00
Manager-Fiscal	M	C10	1.00	1.00	1.00	1.00	1.00
Human Resources Manager	M	C09	1.00	1.00	1.00	1.00	1.00
Civilian Training Instructor	M	C08	1.00	1.00	1.00	1.00	1.00
Supervisor III - Crime Lab	M	C08	1.00	1.00	1.00	1.00	1.00
Systems Administrator	M	C08	1.00	1.00	1.00	1.00	1.00
Armorer	M	C08	0.00	0.00	1.00	1.00	1.00
Armorer	M	C07	1.00	1.00	0.00	0.00	0.00
Coordinator II	M	C07	1.00	1.00	1.00	1.00	1.00
Accreditation Coordinator	M	C08	0.00	0.00	1.00	1.00	1.00
Administrative Assistant to the Sheriff	M	C08	0.00	0.00	1.00	1.00	1.00
Crime Analyst	M	C07	3.00	3.00	3.00	3.00	3.00
Crime Lab Technician	M	C07	4.00	4.00	4.00	4.00	4.00
Investigator	M	C07	0.00	0.00	4.00	4.00	4.00
Police Services Coordinator	M	C07	0.00	0.00	1.00	1.00	1.00
Recruiter	M	C07	0.00	0.00	1.00	1.00	1.00
Supervisor II	M	C07	1.00	1.00	2.00	2.00	2.00
Compliance Control Investigator	M	C07	0.00	0.00	0.00	1.00	1.00
Training Coordinator	M	C07	0.00	0.00	0.00	1.00	1.00
Coordinator I	M	C06	2.00	2.00	0.00	0.00	0.00
Fiscal Specialist IV	M	C06	3.00	3.00	3.00	3.00	3.00
Herion Coordinator	G	C06	0.00	0.00	0.00	0.00	1.00
Investigator	M	C06	4.00	4.00	0.00	0.00	0.00
NCIC Validation Coordinator	M	C06	1.00	1.00	1.00	1.00	1.00
Police Services Coordinator	M	C06	1.00	1.00	0.00	0.00	0.00
Recruiter	M	C06	1.00	1.00	0.00	0.00	0.00
Supervisor I	M	C06	1.00	1.00	0.00	0.00	0.00
Automated Enforcement Tech.	M	C05	1.00	1.00	1.00	1.00	1.00
Coordinator - Victim Witness	M	C05	1.00	1.00	1.00	1.00	1.00
Investigator Detective	M	C05	2.00	2.00	1.00	1.00	1.00
Senior Admin Coordinator	M	C05	0.00	0.00	1.00	1.00	1.00

POSITION		Level	FY2018 Adjusted	FY2019 Approved	FY2019 Adjusted	FY2020 Request	FY2020 Approved
<b>SHERIFF'S DEPARTMENT continued:</b>							
Law Enforcement Civilians continued:							
Fiscal Specialist III	M	C05	0.00	0.00	1.00	1.00	1.00
Property Specialist	M	C05	0.00	0.00	2.00	2.00	2.00
Admin Coordinator	G/M	C04	5.00	5.00	3.00	4.00	4.00
Classification Coordinator	G/M	C04	5.00	5.00	5.00	5.00	5.00
Property Specialist	M	C04	2.00	2.00	0.00	0.00	0.00
Senior Classification Specialist	M	C04	1.00	1.00	1.00	1.00	1.00
Station Clerks	M	C04	5.00	5.00	5.00	10.00	10.00
<b>Corrections</b>							
<u>SWORN</u>							
Corrections Major	M	V09	0.00	0.00	1.00	1.00	1.00
Captain/Warden	M	M05	1.00	1.00	0.00	0.00	0.00
Captain	M	V07	3.00	3.00	3.00	3.00	3.00
Lieutenant	M	V05	5.00	5.00	5.00	5.00	5.00
Sergeant	M	V04	10.00	10.00	10.00	10.00	10.00
Corporal	M	V03	16.00	16.00	16.00	16.00	16.00
Correctional Officer First Class	M	V02	14.00	13.00	13.00	13.00	13.00
Correctional Officer	M	V01	35.00	36.00	36.00	42.00	42.00
<u>CIVILIAN</u>							
Civilian Assistant Warden	M	C11	0.00	0.00	1.00	1.00	1.00
Support Services Coordinator	M	C10	1.00	1.00	1.00	1.00	1.00
Class Offender Retry Case Manager	M	C09	1.00	1.00	1.00	1.00	1.00
Pre-Trial Case Services Manager	M	C09	1.00	1.00	1.00	1.00	1.00
Coordinator - Other - ADC	M	C08	1.00	1.00	1.00	1.00	1.00
Coordinator II	M	C07	0.00	0.00	1.00	1.00	1.00
Booking Specialists	M	C06	2.00	2.00	2.00	4.00	4.00
Coordinator I	M	C06	1.00	1.00	0.00	0.00	0.00
Pre-Trial Case Coordinator	G/M	C06	0.00	0.00	1.00	1.00	1.00
Sr. Administrative Coordinator	M	C05	8.00	8.00	8.00	8.00	8.00
Supply Coordinator	M	C05	1.00	1.00	1.00	1.00	1.00
<b>Court Security</b>							
Court Security Officer	M	C06	6.00	6.00	6.00	6.00	6.00
Central Security Rm Specialist	M	C05	1.00	1.00	1.00	1.00	1.00
Security Specialist	M	C04	1.00	1.00	1.00	1.00	1.00
Process Server	M	C03	4.00	4.00	4.00	4.00	4.00
<b>TOTAL</b>			<b>302.00</b>	<b>302.00</b>	<b>310.00</b>	<b>326.00</b>	<b>327.00</b>
<b>OFFICE OF STATE'S ATTORNEY</b>							
States Attorney	E		1.00	1.00	1.00	1.00	1.00
Deputy States Attorney	A	SA7	1.00	1.00	1.00	1.00	1.00
Senior Asst. States Attorney II	A	SA5	1.00	1.00	1.00	1.00	1.00
Chief of Circuit Court	A	SA4	0.00	0.00	1.00	1.00	1.00
Chief of District Court	A	SA4	0.00	0.00	1.00	1.00	1.00
Senior Asst. States Attorney	A	SA4	1.00	1.00	1.00	1.00	1.00
Asst. States Attorney III	A	SA3	1.00	1.00	1.00	1.00	1.00
Asst. States Attorney II	A	SA2	5.00	5.00	2.00	2.00	2.00
Asst. States Attorney I	A/G	SA1	1.00	1.00	3.00	3.00	3.00
Chief Investigator	M	C09	1.00	1.00	1.00	1.00	1.00

POSITION		Level	FY2018 Adjusted	FY2019 Approved	FY2019 Adjusted	FY2020 Request	FY2020 Approved
<b>OFFICE OF STATE'S ATTORNEY continued:</b>							
Forensic Scientist (Chemist)	M	C09	0.00	0.00	0.00	0.00	1.00
Investigator	M	C08	1.00	1.00	1.00	1.00	1.00
Program Manager	G	C08	1.00	1.00	1.00	1.00	1.00
Office Manager	M	C07	2.00	2.00	2.00	2.00	2.00
Fiscal Specialist IV	M	C06	1.00	1.00	1.00	1.00	1.00
Law Clerk	R	C06	1.00	1.00	1.00	1.00	1.00
Senior Legal Assistant	M/G	C06	11.00	11.00	15.00	15.00	15.00
Bad Check Coordinator (Sr. Leg. Assist.)	M	C06	1.00	1.00	1.00	1.00	1.00
Legal Assistant II	M/G	C05	6.00	6.00	3.00	3.00	3.00
Legal Assistant I	M/G	C04	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>37.00</b>	<b>37.00</b>	<b>39.00</b>	<b>39.00</b>	<b>40.00</b>
<b>TREASURER</b>							
County Treasurer	E		1.00	1.00	1.00	1.00	1.00
Fiscal Technician	M	C08	1.00	1.00	1.00	1.00	1.00
Fiscal Specialist IV	M	C06	3.00	3.00	3.00	3.00	3.00
<b>TOTAL</b>			<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>SOCIAL SERVICES</b>							
Human Service Case Worker	M	C08	1.00	1.00	1.00	1.00	1.00
Senior Legal Assistant	G	C06	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>ALCOHOL BEVERAGE OFFICE</b>							
Al Bev Bd Administrator	M	C07	1.00	1.00	1.00	1.00	1.00
Admin Coordinator	M	C04	0.75	0.75	0.75	0.75	0.75
<b>TOTAL</b>			<b>1.75</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>
<b>ALCOHOL BEVERAGE BOARD</b>							
Chairman	A		1.00	1.00	1.00	1.00	1.00
Member	A		4.00	4.00	4.00	4.00	4.00
<b>TOTAL</b>			<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>BOARD OF ELECTIONS</b>							
Member	A		3.00	3.00	3.00	3.00	3.00
<b>TOTAL</b>			<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>TOTAL COUNTY GOVERNMENT</b>			<b>731.05</b>	<b>740.25</b>	<b>752.75</b>	<b>793.25</b>	<b>790.00</b>

**ST. MARY'S COUNTY SALARY SCALE**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
<b>1</b>	Annual Salary:	\$25,750.40	\$26,374.40	\$27,060.80	\$27,747.20	\$28,412.80	\$29,120.00	\$29,848.00	\$30,617.60	\$31,366.40	\$32,156.80
	Bi-Weekly Pay:	\$990.40	\$1,014.40	\$1,040.80	\$1,067.20	\$1,092.80	\$1,120.00	\$1,148.00	\$1,177.60	\$1,206.40	\$1,236.80
	Hourly Rate:	\$12.38	\$12.68	\$13.01	\$13.34	\$13.66	\$14.00	\$14.35	\$14.72	\$15.08	\$15.46
<b>2</b>	Annual Salary:	\$28,371.20	\$29,078.40	\$29,806.40	\$30,555.20	\$31,304.00	\$32,094.40	\$32,905.60	\$33,716.80	\$34,569.60	\$35,422.40
	Bi-Weekly Pay:	\$1,091.20	\$1,118.40	\$1,146.40	\$1,175.20	\$1,204.00	\$1,234.40	\$1,265.60	\$1,296.80	\$1,329.60	\$1,362.40
	Hourly Rate:	\$13.64	\$13.98	\$14.33	\$14.69	\$15.05	\$15.43	\$15.82	\$16.21	\$16.62	\$17.03
<b>3</b>	Annual Salary:	\$31,137.60	\$31,928.00	\$32,718.40	\$33,529.60	\$34,382.40	\$35,235.20	\$36,108.80	\$37,024.00	\$37,918.40	\$38,896.00
	Bi-Weekly Pay:	\$1,197.60	\$1,228.00	\$1,258.40	\$1,289.60	\$1,322.40	\$1,355.20	\$1,388.80	\$1,424.00	\$1,458.40	\$1,496.00
	Hourly Rate:	\$14.97	\$15.35	\$15.73	\$16.12	\$16.53	\$16.94	\$17.36	\$17.80	\$18.23	\$18.70
<b>4</b>	Annual Salary:	\$34,236.80	\$35,068.80	\$35,984.00	\$36,857.60	\$37,772.80	\$38,750.40	\$39,686.40	\$40,684.80	\$41,704.00	\$42,764.80
	Bi-Weekly Pay:	\$1,316.80	\$1,348.80	\$1,384.00	\$1,417.60	\$1,452.80	\$1,490.40	\$1,526.40	\$1,564.80	\$1,604.00	\$1,644.80
	Hourly Rate:	\$16.46	\$16.86	\$17.30	\$17.72	\$18.16	\$18.63	\$19.08	\$19.56	\$20.05	\$20.56
<b>5</b>	Annual Salary:	\$37,606.40	\$38,542.40	\$39,499.20	\$40,518.40	\$41,496.00	\$42,556.80	\$43,617.60	\$44,720.00	\$45,822.40	\$46,987.20
	Bi-Weekly Pay:	\$1,446.40	\$1,482.40	\$1,519.20	\$1,558.40	\$1,596.00	\$1,636.80	\$1,677.60	\$1,720.00	\$1,762.40	\$1,807.20
	Hourly Rate:	\$18.08	\$18.53	\$18.99	\$19.48	\$19.95	\$20.46	\$20.97	\$21.50	\$22.03	\$22.59
<b>6</b>	Annual Salary:	\$42,016.00	\$43,076.80	\$44,158.40	\$45,260.80	\$46,384.00	\$47,548.80	\$48,692.80	\$49,961.60	\$51,209.60	\$52,478.40
	Bi-Weekly Pay:	\$1,616.00	\$1,656.80	\$1,698.40	\$1,740.80	\$1,784.00	\$1,828.80	\$1,872.80	\$1,921.60	\$1,969.60	\$2,018.40
	Hourly Rate:	\$20.20	\$20.71	\$21.23	\$21.76	\$22.30	\$22.86	\$23.41	\$24.02	\$24.62	\$25.23
<b>7</b>	Annual Salary:	\$47,028.80	\$48,193.60	\$49,420.80	\$50,627.20	\$51,896.00	\$53,185.60	\$54,537.60	\$55,910.40	\$57,304.00	\$58,718.40
	Bi-Weekly Pay:	\$1,808.80	\$1,853.60	\$1,900.80	\$1,947.20	\$1,996.00	\$2,045.60	\$2,097.60	\$2,150.40	\$2,204.00	\$2,258.40
	Hourly Rate:	\$22.61	\$23.17	\$23.76	\$24.34	\$24.95	\$25.57	\$26.22	\$26.88	\$27.55	\$28.23
<b>8</b>	Annual Salary:	\$52,644.80	\$53,976.00	\$55,307.20	\$56,700.80	\$58,115.20	\$59,550.40	\$61,048.00	\$62,587.20	\$64,126.40	\$65,748.80
	Bi-Weekly Pay:	\$2,024.80	\$2,076.00	\$2,127.20	\$2,180.80	\$2,235.20	\$2,290.40	\$2,348.00	\$2,407.20	\$2,466.40	\$2,528.80
	Hourly Rate:	\$25.31	\$25.95	\$26.59	\$27.26	\$27.94	\$28.63	\$29.35	\$30.09	\$30.83	\$31.61
<b>9</b>	Annual Salary:	\$58,822.40	\$60,320.00	\$61,796.80	\$63,356.80	\$64,937.60	\$66,560.00	\$68,203.20	\$69,929.60	\$71,676.80	\$73,465.60
	Bi-Weekly Pay:	\$2,262.40	\$2,320.00	\$2,376.80	\$2,436.80	\$2,497.60	\$2,560.00	\$2,623.20	\$2,689.60	\$2,756.80	\$2,825.60
	Hourly Rate:	\$28.28	\$29.00	\$29.71	\$30.46	\$31.22	\$32.00	\$32.79	\$33.62	\$34.46	\$35.32
<b>10</b>	Annual Salary:	\$67,558.40	\$69,243.20	\$70,990.40	\$72,737.60	\$74,568.00	\$76,419.20	\$78,353.60	\$80,308.80	\$82,326.40	\$84,385.60
	Bi-Weekly Pay:	\$2,598.40	\$2,663.20	\$2,730.40	\$2,797.60	\$2,868.00	\$2,939.20	\$3,013.60	\$3,088.80	\$3,166.40	\$3,245.60
	Hourly Rate:	\$32.48	\$33.29	\$34.13	\$34.97	\$35.85	\$36.74	\$37.67	\$38.61	\$39.58	\$40.57
<b>11</b>	Annual Salary:	\$77,646.40	\$79,580.80	\$81,536.00	\$83,595.20	\$85,675.20	\$87,817.60	\$90,022.40	\$92,268.80	\$94,577.60	\$96,969.60
	Bi-Weekly Pay:	\$2,986.40	\$3,060.80	\$3,136.00	\$3,215.20	\$3,295.20	\$3,377.60	\$3,462.40	\$3,548.80	\$3,637.60	\$3,729.60
	Hourly Rate:	\$37.33	\$38.26	\$39.20	\$40.19	\$41.19	\$42.22	\$43.28	\$44.36	\$45.47	\$46.62
<b>12</b>	Annual Salary:	\$89,273.60	\$91,499.20	\$93,787.20	\$96,116.80	\$98,529.60	\$101,004.80	\$103,542.40	\$106,100.80	\$108,763.20	\$111,488.00
	Bi-Weekly Pay:	\$3,433.60	\$3,519.20	\$3,607.20	\$3,696.80	\$3,789.60	\$3,884.80	\$3,982.40	\$4,080.80	\$4,183.20	\$4,288.00
	Hourly Rate:	\$42.92	\$43.99	\$45.09	\$46.21	\$47.37	\$48.56	\$49.78	\$51.01	\$52.29	\$53.60
<b>13</b>	Annual Salary:	\$102,668.80	\$105,227.20	\$107,868.80	\$110,552.00	\$113,318.40	\$116,147.20	\$119,059.20	\$122,033.60	\$125,070.40	\$128,232.00
	Bi-Weekly Pay:	\$3,948.80	\$4,047.20	\$4,148.80	\$4,252.00	\$4,358.40	\$4,467.20	\$4,579.20	\$4,693.60	\$4,810.40	\$4,932.00
	Hourly Rate:	\$49.36	\$50.59	\$51.86	\$53.15	\$54.48	\$55.84	\$57.24	\$58.67	\$60.13	\$61.65



**ST. MARY'S COUNTY SALARY SCALE**

Grade	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
<b>1</b>	<b>Annual Salary:</b> \$32,968.00 <b>Bi-Weekly Pay:</b> \$1,268.00 <b>Hourly Rate:</b> \$15.85	\$33,800.00 \$1,300.00 \$16.25	\$34,632.00 \$1,332.00 \$16.65	\$35,484.80 \$1,364.80 \$17.06	\$36,400.00 \$1,400.00 \$17.50	\$37,294.40 \$1,434.40 \$17.93	\$38,230.40 \$1,470.40 \$18.38	\$39,166.40 \$1,506.40 \$18.83	\$40,144.00 \$1,544.00 \$19.30	\$41,163.20 \$1,583.20 \$19.79
<b>2</b>	<b>Annual Salary:</b> \$36,316.80 <b>Bi-Weekly Pay:</b> \$1,396.80 <b>Hourly Rate:</b> \$17.46	\$37,232.00 \$1,432.00 \$17.90	\$38,168.00 \$1,468.00 \$18.35	\$39,104.00 \$1,504.00 \$18.80	\$40,081.60 \$1,541.60 \$19.27	\$41,100.80 \$1,580.80 \$19.76	\$42,099.20 \$1,619.20 \$20.24	\$43,160.00 \$1,660.00 \$20.75	\$44,241.60 \$1,701.60 \$21.27	\$45,364.80 \$1,744.80 \$21.81
<b>3</b>	<b>Annual Salary:</b> \$39,852.80 <b>Bi-Weekly Pay:</b> \$1,532.80 <b>Hourly Rate:</b> \$19.16	\$40,851.20 \$1,571.20 \$19.64	\$41,870.40 \$1,610.40 \$20.13	\$42,931.20 \$1,651.20 \$20.64	\$43,992.00 \$1,692.00 \$21.15	\$45,115.20 \$1,735.20 \$21.69	\$46,238.40 \$1,778.40 \$22.23	\$47,403.20 \$1,823.20 \$22.79	\$48,568.00 \$1,868.00 \$23.35	\$49,795.20 \$1,915.20 \$23.94
<b>4</b>	<b>Annual Salary:</b> \$43,804.80 <b>Bi-Weekly Pay:</b> \$1,684.80 <b>Hourly Rate:</b> \$21.06	\$44,907.20 \$1,721.20 \$21.59	\$46,030.40 \$1,770.40 \$22.13	\$47,195.20 \$1,815.20 \$22.69	\$48,360.00 \$1,860.00 \$23.25	\$49,566.40 \$1,906.40 \$23.83	\$50,793.60 \$1,953.60 \$24.42	\$52,104.00 \$2,004.00 \$25.05	\$53,393.60 \$2,053.60 \$25.67	\$54,724.80 \$2,104.80 \$26.31
<b>5</b>	<b>Annual Salary:</b> \$48,152.00 <b>Bi-Weekly Pay:</b> \$1,852.00 <b>Hourly Rate:</b> \$23.15	\$49,368.40 \$1,898.40 \$23.73	\$50,564.80 \$1,944.80 \$24.31	\$51,833.60 \$1,993.60 \$24.92	\$53,123.20 \$2,043.20 \$25.54	\$54,475.20 \$2,095.20 \$26.19	\$55,827.20 \$2,147.20 \$26.84	\$57,200.00 \$2,200.00 \$27.50	\$58,656.00 \$2,256.00 \$28.20	\$60,112.00 \$2,312.00 \$28.90
<b>6</b>	<b>Annual Salary:</b> \$53,809.60 <b>Bi-Weekly Pay:</b> \$2,069.60 <b>Hourly Rate:</b> \$25.87	\$55,140.80 \$2,120.80 \$26.51	\$56,513.60 \$2,173.60 \$27.17	\$57,948.80 \$2,228.80 \$27.86	\$59,384.00 \$2,284.00 \$28.55	\$60,881.60 \$2,341.60 \$29.27	\$62,400.00 \$2,400.00 \$30.00	\$63,939.20 \$2,459.20 \$30.74	\$65,561.60 \$2,521.60 \$31.52	\$67,204.80 \$2,584.80 \$32.31
<b>7</b>	<b>Annual Salary:</b> \$60,216.00 <b>Bi-Weekly Pay:</b> \$2,316.00 <b>Hourly Rate:</b> \$28.95	\$61,692.80 \$2,372.80 \$29.66	\$63,252.80 \$2,432.80 \$30.41	\$64,812.80 \$2,492.80 \$31.16	\$66,456.00 \$2,556.00 \$31.95	\$68,099.20 \$2,619.20 \$32.74	\$69,804.80 \$2,684.80 \$33.56	\$71,552.00 \$2,752.00 \$34.40	\$73,340.80 \$2,820.80 \$35.26	\$75,171.20 \$2,891.20 \$36.14
<b>8</b>	<b>Annual Salary:</b> \$67,392.00 <b>Bi-Weekly Pay:</b> \$2,592.00 <b>Hourly Rate:</b> \$32.40	\$69,097.60 \$2,657.60 \$33.22	\$70,824.00 \$2,724.00 \$34.05	\$72,571.20 \$2,791.20 \$34.89	\$74,380.80 \$2,860.80 \$35.76	\$76,252.80 \$2,932.80 \$36.66	\$78,145.60 \$3,005.60 \$37.57	\$80,121.60 \$3,081.60 \$38.52	\$82,118.40 \$3,158.40 \$39.48	\$84,177.60 \$3,237.60 \$40.47
<b>9</b>	<b>Annual Salary:</b> \$75,316.80 <b>Bi-Weekly Pay:</b> \$2,896.80 <b>Hourly Rate:</b> \$36.21	\$77,188.80 \$2,968.80 \$37.11	\$79,102.40 \$3,042.40 \$38.03	\$81,078.40 \$3,118.40 \$38.98	\$83,116.80 \$3,196.80 \$39.96	\$85,217.60 \$3,277.60 \$40.97	\$87,339.20 \$3,359.20 \$41.99	\$89,523.20 \$3,443.20 \$43.04	\$91,748.80 \$3,528.80 \$44.11	\$94,057.60 \$3,617.60 \$45.22
<b>10</b>	<b>Annual Salary:</b> \$86,507.20 <b>Bi-Weekly Pay:</b> \$3,327.20 <b>Hourly Rate:</b> \$41.59	\$88,649.60 \$3,409.60 \$42.62	\$90,854.40 \$3,494.40 \$43.68	\$93,142.40 \$3,582.40 \$44.78	\$95,472.00 \$3,672.00 \$45.90	\$97,843.20 \$3,763.20 \$47.04	\$100,276.80 \$3,856.80 \$48.21	\$102,814.40 \$3,954.40 \$49.43	\$105,352.00 \$4,052.00 \$50.65	\$108,014.40 \$4,154.40 \$51.93
<b>11</b>	<b>Annual Salary:</b> \$99,382.40 <b>Bi-Weekly Pay:</b> \$3,822.40 <b>Hourly Rate:</b> \$47.78	\$101,857.60 \$3,917.60 \$48.97	\$104,416.00 \$4,016.00 \$50.20	\$106,995.20 \$4,115.20 \$51.44	\$109,678.40 \$4,218.40 \$52.73	\$112,424.00 \$4,324.00 \$54.05	\$115,232.00 \$4,432.00 \$55.40	\$118,102.40 \$4,542.40 \$56.78	\$121,076.80 \$4,656.80 \$58.21	\$124,092.80 \$4,772.80 \$59.66
<b>12</b>	<b>Annual Salary:</b> \$114,275.20 <b>Bi-Weekly Pay:</b> \$4,395.20 <b>Hourly Rate:</b> \$54.94	\$117,124.80 \$4,504.80 \$56.31	\$120,036.80 \$4,616.80 \$57.71	\$123,052.80 \$4,732.80 \$59.16	\$126,131.20 \$4,851.20 \$60.64	\$129,272.00 \$4,972.00 \$62.15	\$132,516.80 \$5,096.80 \$63.71	\$135,844.80 \$5,224.80 \$65.31	\$139,214.40 \$5,354.40 \$66.93	\$142,708.80 \$5,488.80 \$68.61
<b>13</b>	<b>Annual Salary:</b> \$131,414.40 <b>Bi-Weekly Pay:</b> \$5,054.40 <b>Hourly Rate:</b> \$63.18	\$134,700.80 \$5,180.80 \$64.76	\$138,049.60 \$5,309.60 \$66.37	\$141,502.40 \$5,442.40 \$68.03	\$145,080.00 \$5,580.00 \$69.75	\$148,678.40 \$5,718.40 \$71.48	\$152,401.60 \$5,861.60 \$73.27	\$156,228.80 \$6,008.80 \$75.11	\$160,097.60 \$6,157.60 \$76.97	\$164,112.00 \$6,312.00 \$78.90

### St. Mary's County Salary Schedule - Law Enforcement

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
DEP	\$47,611.20	\$50,024.00	\$52,644.80	\$55,390.40	\$58,489.60	\$59,529.60	\$60,590.40	\$61,796.80	\$64,126.40	\$65,374.40
1	\$1,831.20	\$1,924.00	\$2,024.80	\$2,130.40	\$2,249.60	\$2,289.60	\$2,330.40	\$2,376.80	\$2,466.40	\$2,514.40
MO1	\$22.89	\$24.05	\$25.31	\$26.63	\$28.12	\$28.62	\$29.13	\$29.71	\$30.83	\$31.43
DFC	\$50,856.00	\$53,518.40	\$56,368.00	\$59,488.00	\$62,774.40	\$63,876.80	\$65,083.20	\$66,372.80	\$68,785.60	\$70,137.60
2	\$1,956.00	\$2,058.40	\$2,168.00	\$2,288.00	\$2,414.40	\$2,456.80	\$2,503.20	\$2,552.80	\$2,645.60	\$2,697.60
MO2	\$24.45	\$25.73	\$27.10	\$28.60	\$30.18	\$30.71	\$31.29	\$31.91	\$33.07	\$33.72
CPL	\$54,433.60	\$57,366.40	\$60,465.60	\$63,793.60	\$67,371.20	\$68,619.20	\$69,929.60	\$71,240.00	\$73,777.60	\$75,171.20
7	\$2,093.60	\$2,206.40	\$2,325.60	\$2,453.60	\$2,591.20	\$2,639.20	\$2,689.60	\$2,740.00	\$2,837.60	\$2,891.20
MO7	\$26.17	\$27.58	\$29.07	\$30.67	\$32.39	\$32.99	\$33.62	\$34.25	\$35.47	\$36.14
SGT	\$58,344.00	\$61,568.00	\$64,937.60	\$68,556.80	\$72,384.00	\$73,736.00	\$75,067.20	\$76,502.40	\$79,144.00	\$80,683.20
3	\$2,244.00	\$2,368.00	\$2,497.60	\$2,636.80	\$2,784.00	\$2,836.00	\$2,887.20	\$2,942.40	\$3,044.00	\$3,103.20
MO3	\$28.05	\$29.60	\$31.22	\$32.96	\$34.80	\$35.45	\$36.09	\$36.78	\$38.05	\$38.79
LT	\$62,587.20	\$66,102.40	\$69,784.00	\$73,652.80	\$77,708.80	\$79,268.80	\$80,683.20	\$82,243.20	\$84,968.00	\$86,652.80
4	\$2,407.20	\$2,542.40	\$2,684.00	\$2,832.80	\$2,988.80	\$3,048.80	\$3,103.20	\$3,163.20	\$3,268.00	\$3,332.80
MO4	\$30.09	\$31.78	\$33.55	\$35.41	\$37.36	\$38.11	\$38.79	\$39.54	\$40.85	\$41.66
CAPT	\$73,299.20	\$77,188.80	\$81,286.40	\$85,633.60	\$90,188.80	\$91,790.40	\$93,412.80	\$95,243.20	\$98,176.00	\$100,048.00
5	\$2,819.20	\$2,968.80	\$3,126.40	\$3,293.60	\$3,468.80	\$3,530.40	\$3,592.80	\$3,663.20	\$3,776.00	\$3,848.00
MO5	\$35.24	\$37.11	\$39.08	\$41.17	\$43.36	\$44.13	\$44.91	\$45.79	\$47.20	\$48.10
MAJ	\$78,499.20	\$82,680.00	\$87,068.80	\$91,686.40	\$96,574.40	\$98,321.60	\$100,089.60	\$102,003.20	\$105,081.60	\$107,078.40
6	\$3,019.20	\$3,180.00	\$3,348.80	\$3,526.40	\$3,714.40	\$3,781.60	\$3,849.60	\$3,923.20	\$4,041.60	\$4,118.40
MO6	\$37.74	\$39.75	\$41.86	\$44.08	\$46.43	\$47.27	\$48.12	\$49.04	\$50.52	\$51.48

### St. Mary's County Salary Schedule - Law Enforcement

Grade	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	
<b>DEP</b>	<b>Annual Salary:</b>	\$66,601.60	\$67,870.40	\$69,180.80	\$70,491.20	\$71,884.80	\$73,278.40	\$74,692.80	\$76,148.80	\$77,604.80	\$79,081.60
<b>1</b>	<b>Bi-Weekly Pay:</b>	\$2,561.60	\$2,610.40	\$2,660.80	\$2,711.20	\$2,764.80	\$2,818.40	\$2,872.80	\$2,928.80	\$2,984.80	\$3,041.60
<b>MO1</b>	<b>Hourly Rate:</b>	\$32.02	\$32.63	\$33.26	\$33.89	\$34.56	\$35.23	\$35.91	\$36.61	\$37.31	\$38.02
<b>DFC</b>	<b>Annual Salary:</b>	\$71,448.00	\$72,820.80	\$74,214.40	\$75,649.60	\$77,126.40	\$78,624.00	\$80,100.80	\$81,640.00	\$83,241.60	\$84,843.20
<b>2</b>	<b>Bi-Weekly Pay:</b>	\$2,748.00	\$2,800.80	\$2,854.40	\$2,909.60	\$2,966.40	\$3,024.00	\$3,080.80	\$3,140.00	\$3,201.60	\$3,263.20
<b>MO2</b>	<b>Hourly Rate:</b>	\$34.35	\$35.01	\$35.68	\$36.37	\$37.08	\$37.80	\$38.51	\$39.25	\$40.02	\$40.79
<b>CPL</b>	<b>Annual Salary:</b>	\$76,585.60	\$78,083.20	\$79,601.60	\$81,161.60	\$82,721.60	\$84,344.00	\$85,945.60	\$87,568.00	\$89,252.80	\$90,937.60
<b>7</b>	<b>Bi-Weekly Pay:</b>	\$2,945.60	\$3,003.20	\$3,061.60	\$3,121.60	\$3,181.60	\$3,244.00	\$3,305.60	\$3,368.00	\$3,432.80	\$3,497.60
<b>MO7</b>	<b>Hourly Rate:</b>	\$36.82	\$37.54	\$38.27	\$39.02	\$39.77	\$40.55	\$41.32	\$42.10	\$42.91	\$43.72
<b>SGT</b>	<b>Annual Salary:</b>	\$82,243.20	\$83,844.80	\$85,508.80	\$87,068.80	\$88,712.00	\$90,396.80	\$92,144.00	\$93,912.00	\$95,742.40	\$97,552.00
<b>3</b>	<b>Bi-Weekly Pay:</b>	\$3,163.20	\$3,224.80	\$3,288.80	\$3,348.80	\$3,412.00	\$3,476.80	\$3,544.00	\$3,612.00	\$3,682.40	\$3,752.00
<b>MO3</b>	<b>Hourly Rate:</b>	\$39.54	\$40.31	\$41.11	\$41.86	\$42.65	\$43.46	\$44.30	\$45.15	\$46.03	\$46.90
<b>LT</b>	<b>Annual Salary:</b>	\$88,254.40	\$89,918.40	\$91,665.60	\$93,392.00	\$95,201.60	\$96,990.40	\$98,841.60	\$100,755.20	\$102,689.60	\$104,644.80
<b>4</b>	<b>Bi-Weekly Pay:</b>	\$3,394.40	\$3,458.40	\$3,525.60	\$3,592.00	\$3,661.60	\$3,730.40	\$3,801.60	\$3,875.20	\$3,949.60	\$4,024.80
<b>MO4</b>	<b>Hourly Rate:</b>	\$42.43	\$43.23	\$44.07	\$44.90	\$45.77	\$46.63	\$47.52	\$48.44	\$49.37	\$50.31
<b>CAPT</b>	<b>Annual Salary:</b>	\$101,961.60	\$103,916.80	\$105,934.40	\$107,952.00	\$110,032.00	\$112,153.60	\$114,275.20	\$116,500.80	\$118,726.40	\$121,035.20
<b>5</b>	<b>Bi-Weekly Pay:</b>	\$3,921.60	\$3,996.80	\$4,074.40	\$4,152.00	\$4,232.00	\$4,313.60	\$4,395.20	\$4,480.80	\$4,566.40	\$4,655.20
<b>MO5</b>	<b>Hourly Rate:</b>	\$49.02	\$49.96	\$50.93	\$51.90	\$52.90	\$53.92	\$54.94	\$56.01	\$57.08	\$58.19
<b>MAJ</b>	<b>Annual Salary:</b>	\$109,116.80	\$111,280.00	\$113,443.20	\$115,564.80	\$117,790.40	\$120,099.20	\$122,387.20	\$124,758.40	\$127,192.00	\$129,646.40
<b>6</b>	<b>Bi-Weekly Pay:</b>	\$4,196.80	\$4,280.00	\$4,363.20	\$4,444.80	\$4,530.40	\$4,619.20	\$4,707.20	\$4,798.40	\$4,892.00	\$4,986.40
<b>MO6</b>	<b>Hourly Rate:</b>	\$52.46	\$53.50	\$54.54	\$55.56	\$56.63	\$57.74	\$58.84	\$59.98	\$61.15	\$62.33

## St. Mary's County Salary Schedule - Corrections

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Correctional Officer										
CO	\$43,763.20	\$44,657.60	\$45,614.40	\$46,550.40	\$47,424.00	\$48,297.60	\$49,296.00	\$50,190.40	\$51,126.40	\$52,062.40
VO1	\$1,683.20	\$1,717.60	\$1,754.40	\$1,790.40	\$1,824.00	\$1,857.60	\$1,896.00	\$1,930.40	\$1,966.40	\$2,002.40
	\$21.04	\$21.47	\$21.93	\$22.38	\$22.80	\$23.22	\$23.70	\$24.13	\$24.58	\$25.03
Correctional Officer First Class										
CO I	\$49,004.80	\$50,003.20	\$51,043.20	\$52,041.60	\$53,019.20	\$54,059.20	\$55,099.20	\$56,056.00	\$57,054.40	\$58,094.40
VO2	\$1,884.80	\$1,923.20	\$1,963.20	\$2,001.60	\$2,039.20	\$2,079.20	\$2,119.20	\$2,156.00	\$2,194.40	\$2,234.40
	\$23.56	\$24.04	\$24.54	\$25.02	\$25.49	\$25.99	\$26.49	\$26.95	\$27.43	\$27.93
Corporal										
CO II	\$51,584.00	\$52,686.40	\$53,768.00	\$54,912.00	\$55,889.60	\$57,012.80	\$58,094.40	\$59,217.60	\$60,236.80	\$61,318.40
VO3	\$1,984.00	\$2,026.40	\$2,068.00	\$2,112.00	\$2,149.60	\$2,192.80	\$2,234.40	\$2,277.60	\$2,316.80	\$2,358.40
	\$24.80	\$25.33	\$25.85	\$26.40	\$26.87	\$27.41	\$27.93	\$28.47	\$28.96	\$29.48
Sergeant										
CO III	\$55,224.00	\$56,305.60	\$57,553.60	\$58,614.40	\$59,820.80	\$60,964.80	\$62,129.60	\$63,252.80	\$64,459.20	\$65,582.40
VO4	\$2,124.00	\$2,165.60	\$2,213.60	\$2,254.40	\$2,300.80	\$2,344.80	\$2,389.60	\$2,432.80	\$2,479.20	\$2,522.40
	\$26.55	\$27.07	\$27.67	\$28.18	\$28.76	\$29.31	\$29.87	\$30.41	\$30.99	\$31.53
Lieutenant										
CO IV	\$60,070.40	\$61,318.40	\$62,504.00	\$63,856.00	\$65,062.40	\$66,352.00	\$67,641.60	\$68,806.40	\$70,096.00	\$71,240.00
VO5	\$2,310.40	\$2,358.40	\$2,404.00	\$2,456.00	\$2,502.40	\$2,552.00	\$2,601.60	\$2,646.40	\$2,696.00	\$2,740.00
	\$28.88	\$29.48	\$30.05	\$30.70	\$31.28	\$31.90	\$32.52	\$33.08	\$33.70	\$34.25
Captain										
CO V	\$70,616.00	\$72,072.00	\$73,548.80	\$75,004.80	\$76,481.60	\$77,937.60	\$79,414.40	\$80,891.20	\$82,305.60	\$83,824.00
VO7	\$2,716.00	\$2,772.00	\$2,828.80	\$2,884.80	\$2,941.60	\$2,997.60	\$3,054.40	\$3,111.20	\$3,165.60	\$3,224.00
	\$33.95	\$34.65	\$35.36	\$36.06	\$36.77	\$37.47	\$38.18	\$38.89	\$39.57	\$40.30
Major/Warden										
CO VI	\$83,553.60	\$85,196.80	\$86,860.80	\$88,545.60	\$90,251.20	\$92,040.00	\$93,849.60	\$95,659.20	\$97,531.20	\$99,424.00
VO9	\$3,213.60	\$3,276.80	\$3,340.80	\$3,405.60	\$3,471.20	\$3,540.00	\$3,609.60	\$3,679.20	\$3,751.20	\$3,824.00
	\$40.17	\$40.96	\$41.76	\$42.57	\$43.39	\$44.25	\$45.12	\$45.99	\$46.89	\$47.80

Effective July 1, 2019  
Merit Increase, 1% COLA and 1.96% Market Adjustment

## St. Mary's County Salary Schedule - Corrections

Grade	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Correctional Officer										
CO	Annual Salary:	\$53,830.40	\$54,828.80	\$55,702.40	\$56,680.00	\$57,574.40	\$58,489.60	\$59,384.00	\$60,299.20	\$61,089.60
VO1	Bi-Weekly Pay:	\$2,070.40	\$2,108.80	\$2,142.40	\$2,180.00	\$2,214.40	\$2,249.60	\$2,284.00	\$2,319.20	\$2,349.60
	Hourly Rate:	\$25.47	\$26.36	\$26.78	\$27.25	\$27.68	\$28.12	\$28.55	\$28.99	\$29.37
Correctional Officer First Class										
CO I	Annual Salary:	\$59,092.80	\$61,152.00	\$62,150.40	\$63,190.40	\$64,147.20	\$65,124.80	\$66,227.20	\$67,246.40	\$68,348.80
VO2	Bi-Weekly Pay:	\$2,272.80	\$2,352.00	\$2,390.40	\$2,430.40	\$2,467.20	\$2,504.80	\$2,547.20	\$2,586.40	\$2,628.80
	Hourly Rate:	\$28.41	\$29.40	\$29.88	\$30.38	\$30.84	\$31.31	\$31.84	\$32.33	\$32.86
Corporal										
CO II	Annual Salary:	\$62,337.60	\$63,440.00	\$64,563.20	\$65,603.20	\$66,664.00	\$67,787.20	\$68,806.40	\$69,950.40	\$70,990.40
VO3	Bi-Weekly Pay:	\$2,397.60	\$2,440.00	\$2,483.20	\$2,523.20	\$2,564.00	\$2,607.20	\$2,646.40	\$2,690.40	\$2,730.40
	Hourly Rate:	\$29.97	\$30.50	\$31.04	\$31.54	\$32.05	\$32.59	\$33.08	\$33.63	\$34.13
Sergeant										
CO III	Annual Salary:	\$66,726.40	\$67,912.00	\$69,035.20	\$70,200.00	\$71,364.80	\$72,508.80	\$73,632.00	\$74,880.00	\$75,940.80
VO4	Bi-Weekly Pay:	\$2,566.40	\$2,612.00	\$2,655.20	\$2,700.00	\$2,744.80	\$2,788.80	\$2,832.00	\$2,880.00	\$2,920.80
	Hourly Rate:	\$32.08	\$32.65	\$33.19	\$33.75	\$34.31	\$34.86	\$35.40	\$36.00	\$36.51
Lieutenant										
CO IV	Annual Salary:	\$72,550.40	\$73,756.80	\$75,025.60	\$76,315.20	\$77,563.20	\$78,832.00	\$80,100.80	\$81,307.20	\$82,534.40
VO5	Bi-Weekly Pay:	\$2,790.40	\$2,836.80	\$2,885.60	\$2,935.20	\$2,983.20	\$3,032.00	\$3,080.80	\$3,127.20	\$3,174.40
	Hourly Rate:	\$34.88	\$35.46	\$36.07	\$36.69	\$37.29	\$37.90	\$38.51	\$39.09	\$39.68
Captain										
CO V	Annual Salary:	\$85,342.40	\$86,777.60	\$88,275.20	\$89,752.00	\$91,208.00	\$92,684.80	\$94,161.60	\$95,555.20	\$97,052.80
VO7	Bi-Weekly Pay:	\$3,282.40	\$3,337.60	\$3,395.20	\$3,452.00	\$3,508.00	\$3,564.80	\$3,621.60	\$3,675.20	\$3,732.80
	Hourly Rate:	\$41.03	\$41.72	\$42.44	\$43.15	\$43.85	\$44.56	\$45.27	\$45.94	\$46.66
Major/Warden										
CO VI	Annual Salary:	\$101,233.60	\$102,897.60	\$104,603.20	\$106,329.60	\$108,076.80	\$109,886.40	\$111,675.20	\$113,547.20	\$115,419.20
VO9	Bi-Weekly Pay:	\$3,893.60	\$3,957.60	\$4,023.20	\$4,089.60	\$4,156.80	\$4,226.40	\$4,295.20	\$4,367.20	\$4,439.20
	Hourly Rate:	\$48.67	\$49.47	\$50.29	\$51.12	\$51.96	\$52.83	\$53.69	\$54.59	\$55.49

**St. Mary's County Salary Schedule - State's Attorney**

Grade - SA	Step 1	Step 2	Step 3	Step 4	Step 5	
Assistant State's Attorney 1 Position # 30080	Annual Salary:	\$80,800.00	\$82,820.00	\$84,840.00	\$86,860.00	\$88,880.00
	Bi-Weekly Pay:	\$3,107.70	\$3,185.38	\$3,263.08	\$3,340.77	\$3,418.46
	Hourly Rate:	\$38.85	\$39.82	\$40.79	\$41.76	\$42.73
Assistant State's Attorney 2 Position # 30090	Annual Salary:	\$90,900.00	\$92,920.00	\$94,940.00	\$96,960.00	\$98,980.00
	Bi-Weekly Pay:	\$3,496.15	\$3,573.85	\$3,651.54	\$3,729.23	\$3,806.92
	Hourly Rate:	\$43.70	\$44.67	\$45.64	\$46.62	\$47.59
Assistant State's Attorney 3 Position # 30065	Annual Salary:	\$101,000.00	\$103,020.00	\$105,040.00	\$107,060.00	\$109,080.00
	Bi-Weekly Pay:	\$3,884.62	\$3,962.30	\$4,040.00	\$4,117.70	\$4,195.38
	Hourly Rate:	\$48.56	\$49.53	\$50.50	\$51.47	\$52.44
Senior Assistant State's Attorney 1 Position # 30085; Chief of District Court Position # 30091; Chief of Circuit Court SA4	Annual Salary:	\$111,100.00	\$113,120.00	\$115,140.00	\$117,160.00	\$119,180.00
	Bi-Weekly Pay:	\$4,273.08	\$4,350.77	\$4,428.46	\$4,506.15	\$4,583.85
	Hourly Rate:	\$53.41	\$54.38	\$55.36	\$56.33	\$57.30
Senior Assistant State's Attorney 2 Position # 30086	Annual Salary:	\$121,200.00	\$123,220.00	\$125,240.00	\$127,260.00	\$129,280.00
	Bi-Weekly Pay:	\$4,661.54	\$4,739.23	\$4,816.92	\$4,894.62	\$4,972.30
	Hourly Rate:	\$58.27	\$59.24	\$60.21	\$61.18	\$62.15
Senior Assistant State's Attorney 3 Position #	Annual Salary:	\$131,300.00	\$133,320.00	\$135,340.00	\$137,360.00	\$139,380.00
	Bi-Weekly Pay:	\$5,050.00	\$5,127.70	\$5,205.38	\$5,283.08	\$5,360.77
	Hourly Rate:	\$63.13	\$64.10	\$65.07	\$66.04	\$67.01
Deputy State's Attorney Position # 30070	Annual Salary:	\$141,400.00	\$143,420.00	\$145,440.00	\$147,460.00	\$149,480.00
	Bi-Weekly Pay:	\$5,438.46	\$5,516.15	\$5,593.85	\$5,671.54	\$5,749.23
	Hourly Rate:	\$67.98	\$68.95	\$69.92	\$70.89	\$71.87

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# MISCELLANEOUS INFORMATION

- TAXES
- FUND BALANCE
- HISTORY & FACTS
- ORDINANCES
- POLICIES
- FEES

## ST. MARY'S COUNTY TAX RATES

TAX	BASIS	FY2019 APPROVED RATE	FY2020 APPROVED RATE
Property Tax	Per \$100 of assessed value	0.8478	0.8478
Local Income Tax	Percentage of taxable income	3.00%	3.17%**
Admissions & Amusement Tax	Percentage of receipts	2%	2%
Recordation Tax	Per each \$500 of value when property is sold and title recorded	Oper \$3.65 CIP Ag .35	Oper \$3.65 CIP Ag .35
Transfer Tax	Property transfer value	1%	1%
Trailer Park Tax	Space rental receipts	10%	10%
Cable T.V. Franchise Tax	Percentage of subscriber revenues	5%	5%
911 Fee (Local)	Monthly telephone bill	75¢	75¢
Public Accommodations Tax	Percentage of transient charge	5%	5%
Energy Taxes:			
Electricity Tax	% of the billed unit charge per kilowatt-hour	1.25%	1.25%
Fuel Oil	% of the billed unit charge per gallon	1.25%	1.25%
Liquefied Petroleum	% of the billed unit charge per lb.	1.25%	1.25%
Natural Gas	% of the billed unit sales	1.25%	1.25%
Impact Fees:			
Schools	Per residential dwelling size		
	0 to 1,199 sq. ft.	\$4,625	\$4,906
	1,200 to 2,399 sq. ft.	\$4,784	\$5,202
	2,400+ sq. ft.	\$4,943	\$5,498
Parks	Per residential dwelling size		
	0 to 1,199 sq. ft.	\$178	\$191
	1,200 to 2,399 sq. ft.	\$184	\$203
	2,400+ sq. ft.	\$190	\$214
Roads	Per residential dwelling size		
	0 to 1,199 sq. ft.	\$1,268	\$1,275
	1,200 to 2,399 sq. ft.	\$1,312	\$1,351
	2,400+ sq. ft.	\$1,356	\$1,428
Total Impact Fees	Per residential dwelling size		
	0 to 1,199 sq. ft.	\$6,071	\$6,372*
	1,200 to 2,399 sq. ft.	\$6,280	\$6,756*
	2,400+ sq. ft.	\$6,489	\$7,140*

\* Phase-in year two, approved methodology on March 6, 2018. Full fee calculated FY2020 \$9,092.

\*\* Effective January 1, 2020.



## COMPARISON OF SELECTED TAXES AND FEES BY SUBDIVISION - FY2019

Subdivision	Real Property Tax (1)	Homestead Property Tax Credit	Local Income Tax (2)	Recordation Tax	Local Transfer Tax	Admissions & Amusement Tax	Trailer Park Tax	Local "911" Fee	Hotel/Motel Tax	Single Dwelling Impact Fee	Residential Energy Taxes	Cable Tax
ALLEGANY	1.0870	4%	3.05%	\$3.50	0.5%	7.5%	15.0%	\$0.75	8.0%	None	.30 / ton coal	5.0%
ANNE ARUNDEL	0.9020	2%	2.50%	\$3.50	1.0%	10.0%	0.0%	\$0.75	7.0%	\$ 13,390	\$0.0025 NR Elec	5.0%
BALTIMORE CITY	2.2480	4%	3.20%	\$5.00	1.5%	10.0%	0.0%	\$0.75	9.5%	None	\$0.008547 kWh Comm - Elect.	5.0%
BALTIMORE COUNTY	1.1000	4%	2.83%	\$2.50	1.5%	10.0%	7.0%	\$0.75	8.0%	None	\$.00530 / kwh - NR Electric	5.0%
CALVERT	0.9370	10%	3.00%	\$5.00	0.0%	1.0%	20.0%	\$0.75	5.0%	None	0.0%	5.0%
CAROLINE	0.9800	5%	3.20%	\$5.00	0.5%	0.0%	\$15.00	\$0.75	5.0%	None	0.0%	5.0%
CARROLL	1.0180	5%	3.03%	\$5.00	0.0%	10.0%	\$10.00	\$0.75	5.0%	\$ 533	0.0%	5.0%
CECIL	1.0414	4%	3.00%	\$4.10	0.5%	6.0%	\$20.00	\$0.75	6.0%	None	0.0%	5.0%
CHARLES	1.1410	7%	3.03%	\$5.00	0.5%	10.0%	\$15/mo	\$0.75	5.0%	None	0.00%	5.0%
DORCHESTER	1.0000	5%	2.62%	\$5.00	0.75%	0.5%	15.0%	\$0.75	5.0%	None	0.00%	n/a
FREDERICK	1.0600	5%	2.96%	\$6.00	0.0%	0.0%	0.0%	\$0.75	5.0%	\$ 15,515	0.00%	n/a
GARRETT	0.9899	5%	2.65%	\$3.50	1.0%	6.0%	15.0%	\$0.75	6.0%	None	.30 / ton coal	n/a
HARFORD	1.0420	5%	3.06%	\$3.30	1.0%	5.0%	\$10/mo	\$0.75	6.0%	\$ 11,400	0.00%	3.0%
HOWARD	1.0140	5%	3.20%	\$2.50	1.0%	7.5%	10.0%	\$0.75	7.0%	None	0.00%	5.0%
KENT	1.0220	5%	2.85%	\$3.30	0.5%	4.5%	0.0%	\$0.75	5.0%	None	0.00%	3.0%, 5.0%
MONTGOMERY	0.9814	10%	3.20%	\$3.45	0.25% - 6.0%	7.0%	0.0%	\$0.75	7.0%	regional rates	\$.01978/kwh - NR Electric	5.0%
PRINCE GEORGE'S	1.0000	2%	3.20%	\$2.75	1.4%	10.0%	\$5.00	\$0.75	7.0%	\$ 36,219	\$.009908kwh Electric	5.0%
QUEEN ANNE'S	0.8471	5%	3.20%	\$4.95	0.5%	5.0%	0.0%	\$0.75	5.0%	\$5.48/sf ft	0.00%	5.0%
ST. MARY'S *	<b>0.8478</b>	<b>5%</b>	<b>3.00%</b>	<b>\$4.00</b>	<b>1.0%</b>	<b>2.0%</b>	<b>10.0%</b>	<b>\$0.75</b>	<b>5.0%</b>	<b>6,071 - 6,489</b>	<b>1.25% Unit</b>	<b>5.0%</b>
SOMERSET	1.0000	10%	3.20%	\$3.30	0.0%	4.0%	0.0%	\$0.75	5.0%	None	0.00%	3.0%
TALBOT	0.6061	0%	2.40%	\$6.00	1.0%	5.0%	\$50/qtr	\$0.75	4.0%	\$ 24,640	0.00%	5.0%
WASHINGTON	0.9480	5%	2.80%	\$3.80	0.5%	5.0%	15.0%	\$0.75	6.0%	None	0.00%	n/a
WICOMICO	0.9398	5%	3.20%	\$3.50	0.0%	6.0%	15.0%	\$0.75	6.0%	None	0.00%	5.0%
WORCESTER	0.8350	3%	1.75%	\$3.30	0.5%	3.0%	15.0%	\$0.75	4.5%	None	0.00%	n/a

(1) Per \$100 of assessed value.

Many counties levy special service property taxes by district. (St. Mary's County has an additional Fire tax of 2.4 to 5.6 cents depending upon election district and Rescue tax ranging from .9 to 2.3 cents.)

(2) As percent of Maryland State taxable income.

Sources: Maryland Association of Counties - Budgets, Tax Rates, & Selected Statistics, Fiscal Year 2019

Approved Changes FY2020:

Homestead property tax credit 3%

1-Jan-20 3.17% Income Tax Rate

\* Impact Fees - Phase in Year Two - July 1, 2019 to \$6,372 per dwelling size up to 1,199 sq. ft.; \$6,756 per size 1,200 to 2,399 sq. ft.; \$7,140 per size 2,400+ sq. ft.

## IMPACT OF LOCAL TAXES

### Using Average Values and Income for St. Mary's County

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#### Average Residential Property Taxpayer

Fair Market Value		\$291,995 *
Current Property Tax Bill:	<i>Rate per \$100</i>	
County Property Tax	<b>0.8478</b>	\$2,476
Fire Tax	0.056	164
Rescue Tax	0.023	67
Emergency Services Support Tax	0.024	70
	Sub-Total	<u>\$2,777</u>
	Solid Waste & Recycling Fee	per property \$ 92.82
	Total	<u>\$ 2,870</u>

#### Average St. Mary's County Personal Income Tax Return

MD Adjusted Gross Income		\$84,376 **
Net Taxable Income		\$68,823 **
Net County Income Tax	<b>3.17%</b>	\$ 2,182

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\* Based on average value of homes sold in FY2018 from State Department of Assessments and Taxation

\*\*Based on 42,099 taxable returns filed for tax year 2017

Source: Income Tax Summary Report, Tax Year 2017, State Comptroller's Office.

## ST. MARY'S COUNTY TAX RATES

FISCAL YEAR	APPROVED TAX RATE	CONSTANT YIELD TAX RATE	INCOME TAX
2001	2.27	2.03	3.10%
2002	.908	.883	3.10%
2003	.908	.889	3.10%
2004	.908	.887	3.10%
2005	.878	.880	3.05%
2006	.872	.833	3.00%
2007	.857	.812	3.00%
2008	.857	.791	3.00%
2009	.857	.782	3.00%
2010	.857	.798	3.00%
2011	.857	.8192	3.00%
2012	.857	.8607	3.00%
2013	.857	.8608	3.00%
2014	.857	.8526	3.00%
2015	.857	.8532	3.00%
2016	.8523	.8523	3.00%
2017	.8523	.8468	3.00%
2018	.8478	.8478	3.00%
2019	.8478	.8443	3.00%
2020	.8478	.8426	3.17%

The approved property tax rate for FY2020 is \$.8478 per \$100 of assessed valuation. This is .0052 higher than the "constant yield" tax rate that is .8426, which is certified to the County by the State Department of Assessments and Taxation letter dated February 14, 2019. The "constant yield" rate is that rate necessary to offset any overall increase/decrease in the level of assessments on existing properties. The estimated annual revenue yield from each 1¢ on the property tax rate is approximately \$1.3 million.

The difference in the tax rate from tax year 2001 to 2002 reflects the change to the rate necessitated when the assessed value to which it was applied changed from 40% to 100% assessed value.

The reduction of the rate from tax year 2004 to 2005 coincides with the implementation of the emergency services support tax and adding the rescue tax.

The FY2020 approved income tax percentage of net taxable income is 3.17%. This rate will be effective on January 1, 2020. The maximum allowed rate by the State is 3.20%.

# ST. MARY'S COUNTY

## ASSESSABLE PROPERTY BASE

	BUDGET ESTIMATE FY2019	BUDGET ESTIMATE FY2020
<b>Real Property-Full Value:</b>		
Full Year	\$12,333,009,947	\$12,505,035,190
Half Year		55,929,810
<b>Business Personal Property</b>	155,000,000	167,040,000
<b>Public Utilities</b>	136,388,000	137,602,000
<b>Total Assessable Base</b>	\$12,624,397,947	\$12,865,607,000

Source: State Department of Assessments and Taxation (SDAT), Constant Yield Letter dated February 14, 2019 - for real property. The SDAT website on March 31, 2019 - for personal property and utilities. The assessment increase for FY2020 is 1.9%

# DEBT AND FUND BALANCE

## DEBT

The St. Mary's County Code requires that the budget include a statement of the bonded and other indebtedness of the County government and its agencies, including self-liquidating and special taxing district debts. The following statement of long-term obligations is included in the Annual Financial Statement and Independent Auditors' Report of the County Commissioners of St. Mary's County for the year ended June 30, 2018.

Another statement is included which summarizes the legal debt margin of the County under existing law. Section 27-11 of the Code of St. Mary's County provides that the aggregate amount of bonds outstanding at any one time may not exceed 2.15% upon the assessable basis of the County. All bonds or other evidence of indebtedness issued under the authority of the Sanitary Commission Act shall be subject to the percent limitation. Excluded from the debt limitation calculation are bonds issued for special taxing districts or self-liquidating projects.

## DEBT MEASUREMENT

Two ratios that are completed during the review of the Capital Improvement Budget process are "Debt to Assessed Value" and "Debt Service to Revenues". In the latest Debt Capacity statement completed – the "Debt to Assessed Value" ratio ranged from 1.68% to 2.14% in the six-year plan. The "Debt Service to Revenues" ratio ranged from 5.36% to 6.22%, beneath the policy limit of 10%.

## FUND BALANCE

Included are selected pages from the most recent audited financial statements regarding fund balance. These include: a schedule summarizing the key elements of fund balance, as reported, and a brief discussion of the designations.

The June 30, 2018 audit reflects an unassigned general fund balance of \$36,501,672. The County's Fund Balance Policy approved in August 2015, states we will maintain or be above 15%. As of June 30, 2018, the ratio of County Reserves to Revenues is 23.28%. County reserves consist of the Unassigned Fund Balance, the Bond Rating Reserve, and the Rainy Day Fund.

It is important to the County and the Rating Agencies to maintain a high level of reserves to avoid sudden disruption or elimination of services. These County Reserves allow time to plan and address changes such as revenue shortfalls, or cost shifts. The FY2020 Approved Budget includes designation of Fund Balance from the Unassigned for CIP Pay-Go in the amount of \$12,989,427 and \$1,891,983 for non-recurring expenditures in the general fund for FY2020. \$764,446 is planned for FY2021 for additional CIP Pay-Go. With these uses of unassigned fund balance the County will remain within the 15% policy.

**Commissioners of St. Mary's County**  
**Notes to Financial Statements**  
**June 30, 2018**

The annual requirements to amortize all debt outstanding as of June 30, 2018 including interest of \$14,331,147, except for the accrued landfill closure and postclosure costs, accumulated unpaid leave benefits, exempt financing, surplus property debt and Maryland Water Quality Loans, are as follows:

<u>Years ending June 30,</u>	Governmental Activities		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 8,748,000	\$ 2,125,014	\$ 10,873,014
2020	8,990,000	1,876,466	10,866,466
2021	6,653,000	1,666,213	8,319,213
2022	6,857,000	1,474,103	8,331,103
2023	5,147,000	1,285,339	6,432,339
2024-2028	17,497,000	4,138,690	21,635,690
2029-2033	10,565,000	1,422,246	11,987,246
2034-2038	6,715,000	343,076	7,058,076
Total	\$ 71,172,000	\$ 14,331,147	\$ 85,503,147

A summary of the totals above by debt type is as follows:

	General Obligation		Special Assessment	
	Bonds	State Loans	Fund	Total
Principal	\$ 71,172,000	\$ 705,024	\$ 645,870	\$ 72,522,894
Interest	14,331,147	-	-	14,331,147
	\$ 85,503,147	\$ 705,024	\$ 645,870	\$ 86,854,041

**Note that this is a copy of page 61 & 62 from the Commissioners of St. Mary's County, MD FY2018 Audited Financial Statements**

# DEBT AFFORDABILITY

Debt affordability is evaluated from both a legal and a financial perspective. St Mary's County is one of a number of jurisdictions, which has established a legal limitation on the amount of debt, which the government can incur. In Chapter 27 of the St. Mary's Code, the legal debt limitation is based on the aggregate amount of debt outstanding at any one time, which may not exceed 2.15% of the County's assessable property tax base. This limit includes the debt from St. Mary's Metropolitan Commission, the water and sewer utility. Excluded from this calculation are bonds issued for projects to be paid from other than county government sources, such as special-taxing district's state loans.

A legal ceiling on debt, however, is just a part of the determination of debt affordability. There is a need to examine the economics of debt, not just its legality. Under the most favorable circumstances, a local government's debt is:

- proportional in size and rate of growth to its tax base;
- does not extend past the useful life of the facilities that it finances;
- is not used to balance the operating budget;
- does not require repayment schedules that put excessive burdens on operating expenditures;
- not so high as to jeopardize the government's credit rating.

Evaluations of the County's credit worthiness by the three major credit rating agencies (Moody's Investors Service, Standard & Poor's, and Fitch) in August 2018 resulted in the conclusion that debt levels were moderate, debt service requirements were manageable, amortization of outstanding debt was rapid, and that overall debt was within various parameters established for assessing debt burden.

The County's ratings currently are AA+ (stable outlook) for Fitch, AA+ (stable outlook) for Standard & Poor's and Aa1 (positive outlook) for Moody's Investors Service. These ratings apply to all outstanding general obligation bond debt.

There are two key debt affordability measures that the County considers in developing its operating and capital budgets and will closely monitor in the future. These are:

- Outstanding general obligation bond debt as a percent of the assessable base

St. Mary's County Legal Debt Limit	2.15%
St. Mary's County 7/1/2019 Debt Percentage	1.68%
- General Fund Debt Service as a percent of General Fund Expenditures

St. Mary's County Debt Policy	10.00%
St. Mary's County FY2020	5.77%

Current projections indicate that based on the FY2020 Capital Budget and 5-year plan, the County will stay well within the parameters set by the Commissioners of St. Mary's County based on the current debt capacity analysis. It is the County's intention to continue to monitor debt affordability measures in the context of the entire County financial position, and to continue to manage the balance between programmatic needs and fiscal affordability.

# ST. MARY'S COUNTY LEGAL DEBT MARGIN UNDER EXISTING LAW

Estimated July 1, 2019 assessed property value	\$12,809,677,190
Legal debt limit	2.15%
Borrowing limitation under the law	\$275,408,060
Outstanding debt issued as of July 1, 2019*	\$190,822,322
Debt margin as of July 1, 2019	\$84,585,738
Ratio of debt to assessed property value	1.49%

**Note:**

The St. Mary's County Code Legal Debt Limit may not exceed 2.15% of the assessable property base of the County. Excluded from this calculation are bonds issued for projects to be paid from other than County government sources (e.g., special-taxing districts). The County's ratio of debt to estimated assessed property value as of July 1, 2019 is estimated to be 1.49%. By comparison, the ratio as of July 1, 2018 was 1.37%. Based on the plan, and other assumptions, the ratio is estimated to range from 1.68% to 2.14% in the 6 year capital plan.

The legal debt limit must be analyzed in conjunction with other debt affordability measures such as debt service as a percent of general fund revenues, debt per capita, and debt as a percentage of per capita personal income. The County policy also calls for debt service to be less than 10% of the expenses. These debt measures are reviewed with each budget phase by the Department of Finance. The ratio of debt service to the operating budget stays well below the 10% required by the County's debt policy. The ratio for FY2019 was 5.20%. Based on the capital plan, and other assumptions, the ratio is expected to be 5.77% in FY2020, and is expected to range from 5.36% to 6.22% in the 6 year plan.

\*Includes the estimated debt of Metcom as of July 1, 2019 in the amount of \$97,128,499 plus the County's debt of \$93,693,823.



Commissioners of St. Mary's County  
Notes to Financial Statements  
June 30, 2018

7. Fund balances

A summary of the nonspendable, restricted, committed, assigned and unassigned fund balances as of June 30, 2018 is as follows:

	Special Revenue Funds				Debt Service Fund	Capital Projects Fund
	General Fund	Fire & Rescue Revolving	Emergency Support	Special Assessments		
<b>Nonspendable</b>						
Inventory	\$ 1,331,602	\$ -	\$ -	\$ -	\$ -	\$ -
Prepaid expenses	155,096	-	-	-	-	-
Interfund advance (Wicomico)	745,402	-	-	-	-	-
Total nonspendable	2,232,100	-	-	-	-	-
<b>Restricted</b>						
Domestic Violence Programs	3,510	-	-	-	-	-
County matching funds for approved grants	225,977	-	-	-	-	-
Funding sources specified for capital projects	-	-	-	-	-	2,133,663
Land preservation	-	-	-	-	-	14,599,146
Various capital projects - transfer tax	-	-	-	-	-	2,019,803
County pay-go	-	-	-	-	-	96,084
Roads- impact fees	-	-	-	-	-	141,517
Roads- mitigation	-	-	-	-	-	351,056
Parks- impact fees	-	-	-	-	-	46,753
Parks- mitigation	-	-	-	-	-	4,778,026
Schools-impact fees	-	-	-	-	-	34,125
Schools-mitigation	-	-	-	-	-	24,200,173
Total restricted	229,487	-	-	-	-	-
<b>Committed</b>						
Bond rating reserve	13,624,227	-	-	-	-	-
Rainy day fund	1,625,000	-	-	-	-	-
Operating budget, non-recurring items	2,085,000	-	-	-	-	-
Other, net, including grants	-	366,670	1,116,380	428,688	-	-
Total committed	17,334,227	366,670	1,116,380	428,688	-	-
<b>Assigned</b>	3,879,316	-	-	-	-	-
<b>Unassigned</b>	36,501,672	-	-	-	-	(7,614,407)
Total fund balances	\$ 60,176,802	\$ 366,670	\$ 1,116,380	\$ 428,688	\$ 16,585,766	

Commissioners of St. Mary's County  
Notes to Financial Statements  
June 30, 2018

7. Fund balances (continued)

St. Mary's County spends funds in the following order: committed, then assigned, then unassigned.

The Board of County Commissioners (Board) is the highest level of decision-making authority, and committed funds are established by resolution, legislation, ordinance, and/or contractual action through the budget process. Those committed amounts cannot be used for any other purpose without Board action.

The authority for assigning fund balance is delegated to the Finance Department by the Board to carry out their approved plan.

The nonspendable fund balance includes:

Inventory - The amount of inventory at June 30, 2018, carried as an asset.

The restricted fund balance includes:

Domestic violence programs - The amount of marriage license fees committed for domestic violence programs, by resolution.

County matching funds for approved grants – The amount of county funding that is committed as a match to grants that were budgeted in FY2018, but for which the period extends beyond June 30, 2018. These funds will be needed to meet the obligations of the grant.

Revenues appropriated for capital projects - The amount of revenue collected to date, which has been obligated through the budget process for specific capital projects and will be used for future capital project expenses.

The committed fund balance includes:

Bond Rating Reserve – set by ordinance, at a minimum of 6% of the next year's revenues

Bond Rainy Day Fund – established by the Commissioners for unanticipated events.

The debt service fund assigned fund balance includes:

Retirement of long-term obligations - The amount of future revenue (collections) of Special Assessments that is legally restricted to expenditures for specified purposes. This future revenue will be used for the retirement of long-term obligations.

The general fund assigned fund balance is composed of:

Encumbrances	\$ 2,697,515
Miscellaneous revolving fund	<u>1,181,801</u>
	<u>\$ 3,879,316</u>

Note that this is a copy of page 71 from the Commissioners of St. Mary's County, MD FY2018 Audited Financial Statements

Commissioners of St. Mary's County  
Notes to Financial Statements  
June 30, 2018

7. Fund balances (continued)

As a part of our FY2019 budget process, unassigned fund balance was used for \$2,085,000.

When unassigned fund balance is used, it is for one-time, non-recurring expenses.

In May 2018, as a part of the approval of the FY2019 budget, the Board approved to use unassigned fund balance: \$1,000,000 for school safety, and \$1,085,000 for Public Administration software upgrade and Public Safety study on software.

UNASSIGNED (\$28,309,751)

Remains unassigned; to help avoid sudden disruption or elimination of services, by allowing time for a plan to be developed to address such changes, revenue shortfalls, or cost shifts. And, given the still uncertain economy and the federal budget situation and its impact on the County's largest employment sector, it can help the County to weather negative revenue results for a limited period of time.

Each subsequent budget will include evaluation of the fund balance levels and assumptions upon which the plan was developed to determine whether it needs to be revised.

Note that this is a copy of page 72 from the Commissioners of St. Mary's County, MD FY2018 Audited Financial Statements

**General Fund**  
**Statement of Operating Revenues and Expenditures**

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
<b>Revenues</b>					
Property Taxes	\$ 109,091,603	\$ 107,137,471	\$ 105,273,048	\$ 104,538,846	\$ 103,011,131
Income Taxes	90,410,603	88,167,869	85,525,116	81,002,813	77,384,719
Other Local Taxes	8,441,786	8,231,872	7,791,980	7,397,844	7,679,306
Highway User Revenues	1,187,782	900,948	901,966	762,266	721,923
Licenses & Permits	1,533,482	1,654,929	1,574,154	1,581,154	1,504,387
Intergovernmental	7,105,344	9,837,258	9,859,122	10,364,668	10,418,326
Charges for Services	3,023,296	3,895,412	2,679,243	3,048,393	2,790,407
Fines & Forfeitures	376,635	289,646	212,776	264,853	208,573
Other Revenues	<u>1,132,282</u>	<u>527,714</u>	<u>345,909</u>	<u>469,855</u>	<u>312,298</u>
<b>Total Revenues</b>	<b><u>222,302,813</u></b>	<b><u>220,643,119</u></b>	<b><u>214,163,314</u></b>	<b><u>209,430,692</u></b>	<b><u>204,031,070</u></b>
<b>Expenditures</b>					
General Government	22,039,539	22,324,501	21,943,087	20,662,550	20,288,779
Public Safety	41,447,745	41,428,865	43,357,839	38,266,497	39,631,748
Public Works	12,730,147	9,019,174	9,288,129	9,076,657	10,202,985
Health	3,024,679	7,048,799	7,383,969	7,038,830	6,605,425
Social Services	4,278,970	4,213,410	4,356,043	4,114,893	4,135,430
Primary & Secondary Education	104,290,217	104,704,831	99,922,025	95,846,940	91,990,408
Post-Secondary Education	4,272,365	4,267,365	4,257,845	3,995,506	3,873,943
Parks, Recreation & Culture	3,879,847	3,848,472	3,855,553	3,800,521	3,621,272
Libraries	2,800,572	2,684,574	2,588,064	2,498,064	2,476,561
Conservation of Natural Resources	361,450	533,329	478,171	491,408	437,638
Housing	0	0	0	0	0
Economic Development & Opportunity	2,773,722	2,118,755	1,818,051	1,515,675	1,505,754
Debt Service	11,228,198	10,012,559	9,356,779	9,787,899	9,959,968
Other, principally OPEB	<u>3,222,191</u>	<u>3,197,456</u>	<u>9,700,366</u>	<u>7,036,710</u>	<u>6,867,002</u>
<b>Total Expenditures</b>	<b><u>216,349,642</u></b>	<b><u>215,402,090</u></b>	<b><u>218,305,921</u></b>	<b><u>204,132,150</u></b>	<b><u>201,596,913</u></b>
<b>Excess of Revenues Over (Under) Expenditures</b>	5,953,171	5,241,029	(4,142,607)	5,298,542	2,434,157
<b>Other Financing Sources &amp; Uses</b>					
Exempt Financing Proceeds	4,757,943	0	2,917,045	1,659,342	3,684,217
Subsidy to Enterprise Fund	0	0		(950,000)	(1,000,000)
Capital Projects-General Fund PayGo	(365,518)	2,972,992	(5,790,621)	(3,815,092)	(12,855,816)
Total Other Financing & Uses	4,392,425	2,972,992	(2,873,576)	(3,105,750)	(10,171,599)
<b>Net Increase(Decrease) in Fund Balances</b>	10,345,596	8,214,021	(7,016,183)	2,192,792	(7,737,442)
<b>FUND BALANCE</b>					
Beginning of the year	<u>49,831,206</u>	<u>41,617,185</u>	<u>48,633,368</u>	<u>46,440,576</u>	<u>54,178,018</u>
End of Year	<u>\$ 60,176,802</u>	<u>\$ 49,831,206</u>	<u>\$ 41,617,185</u>	<u>\$ 48,633,368</u>	<u>\$ 46,440,576</u>

**General Fund**  
**Summary of Fund Balance**  
**Fiscal Years Ended June 30**

	Fiscal Year				
	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Fund Balances:					
Non-Spendable	\$ 2,232,100	\$ 2,163,987	\$ 2,182,860	\$ 2,233,637	\$ 2,050,354
Restricted	229,487	292,383	1,744,731	1,795,465	212,629
Committed	17,334,227	14,955,021	14,955,021	26,425,661	18,993,769
Assigned	3,879,316	2,025,064	1,207,947	1,498,441	2,311,819
Unassigned	<u>36,501,672</u>	<u>30,394,751</u>	<u>21,526,626</u>	<u>16,680,164</u>	<u>22,872,005</u>
<b>Total Fund Balance</b>	<b><u>\$ 60,176,802</u></b>	<b><u>\$ 49,831,206</u></b>	<b><u>\$ 41,617,185</u></b>	<b><u>\$ 48,633,368</u></b>	<b><u>\$ 46,440,576</u></b>

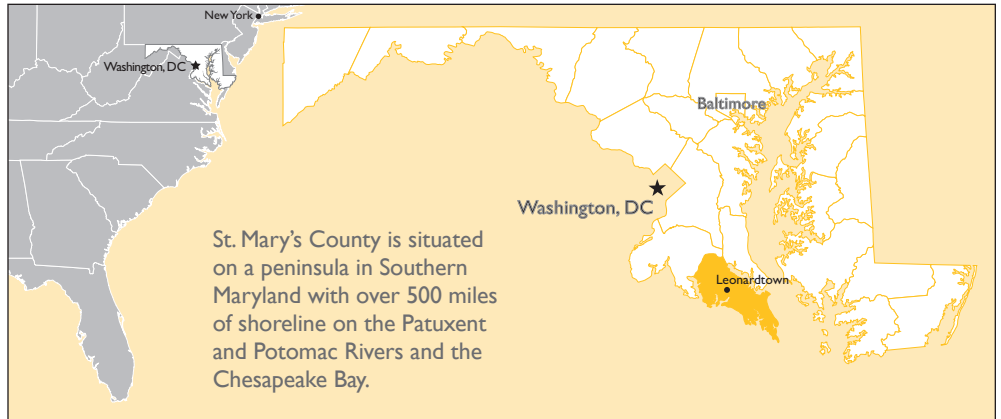
Source: St. Mary's County Department of Finance.

# Brief Economic Facts

## ST. MARY'S COUNTY, MARYLAND

St. Mary's County is a world-class center for research, development, testing and evaluation of aviation and unmanned and autonomous systems (UAS) and the advanced manufacturing and aircraft modification industries. The county has over 200 high-tech aerospace and defense companies, and more aerospace engineers per capita than any place in the country.

With over 500 miles of shoreline, St. Mary's offers high-tech jobs in a coastal setting. The Naval Air Station (NAS) Patuxent River, home to the U.S. Navy's Naval Air Systems Command (NAVAIR) and the Naval Air Warfare Center Aircraft Division (NAWCAD), employs approximately 25,000 military, civilian, and contract personnel. The emerging Airport Innovation District will become a center for UAS innovation and collaboration as the University System of Maryland expands its footprint and public-private partnerships facilitate development and growth. St. Mary's County's private sector industries generate \$3.6 billion in economic output.



The county's location allows for easy access to major metropolitan areas and the regulatory center of Washington, D.C. while offering residents an affordable and exceptional quality of life. St. Mary's County has one of the youngest populations in Maryland, one of the fastest growing economies, and many outdoor sports and recreational opportunities. St. Mary's County is where good ideas *take flight*.

### LOCATION

Driving distance from Leonardtown:	Miles	Kilometers
Atlanta, Georgia	613	986
Baltimore, Maryland	81	131
Boston, Massachusetts	477	768
Chicago, Illinois	741	1,192
New York, New York	266	428
Philadelphia, Pennsylvania	177	284
Pittsburgh, Pennsylvania	277	446
Richmond, Virginia	95	152
Washington, DC	54	87

### CLIMATE AND GEOGRAPHY<sup>1</sup>

Yearly Precipitation (inches)	46.2
Yearly Snowfall (inches)	14.5
Summer Temperature (°F)	75.3
Winter Temperature (°F)	37.6
Days Below Freezing	81.4
Land Area (square miles)	372.5
Water Area (square miles)	37.7
Shoreline (miles)	536
Elevation (feet)	sea level to 192

### POPULATION<sup>2,3</sup>

	St. Mary's County Households	St. Mary's County Population	Maryland Population
2000	30,642	86,211	5,296,486
2010	37,604	105,151	5,773,552
2020*	43,634	120,150	6,141,900

\*Projections

Selected places population (2010): California 11,857; Lexington Park 11,626; Golden Beach 3,796; Leonardtown 2,930; Mechanicsville 1,508; Charlotte Hall 1,420

### POPULATION DISTRIBUTION<sup>2,3</sup> (2017)

Age	Number	Percent
Under 5	7,281	6.5
5 - 19	23,361	20.7
20 - 44	37,296	33.1
45 - 64	30,574	27.1
65 and over	14,155	12.6
Total	112,667	100.0
Median age		36.5 years

# Brief Economic Facts ST. MARY'S COUNTY, MARYLAND

## LABOR AVAILABILITY<sup>3,4,5</sup> (BY PLACE OF RESIDENCE)

Civilian Labor Force (2017 avg.)	County	Labor Mkt. Area*
Total civilian labor force	55,310	191,027
Employment	53,104	183,600
Unemployment	2,206	7,427
Unemployment rate	4.0%	3.9%

Residents commuting outside the county to work (2013-2017)	Number	Percent
	14,201	25.8%

Employment in selected occupations (2013-2017)	Number	Percent
Management, business, science and arts	24,223	44.8%
Service	8,821	16.3%
Sales and office	10,767	19.9%
Production, transp. and material moving	4,157	7.7%

\* St. Mary's, Calvert and Charles counties

## MAJOR EMPLOYERS<sup>6,7</sup> (2018)

Employer	Product/Service	Employment
Naval Air Station Patuxent River*	Military installation	11,915
MedStar St. Mary's Hospital	Hospital system	1,260
DynCorp International	Aircraft services, logistics	1,020
KBRwyle	Logistics, engr., oper. mgmt.	700
BAE Systems	Tech. products and services	645
General Dynamics	Defense engineering, IT	600
St. Mary's College of Maryland	Higher education	555
SAIC	Engr. and mgmt. services	515
Engility	Systems engr. and services.	500
PAE Applied Technologies	Training, logistics services	500
J.F.Taylor	Systems engr. and services.	475
Lockheed Martin	Advanced tech. systems	470
Boeing	Aerospace, engr. services	450
Northrop Grumman	Aerospace, engr. services	415
Booz Allen Hamilton	Consulting, analytics	400
CACI	Systems engr. and mgmt.	280
Sikorsky	Engineering, logistics	280
Precise Systems	Engineering, IT, management	250
Smartronix	Engineering, IT	250
MIL	Cybersecurity	245
Spalding Consulting	Financial and IT mgmt.	245
Sabre Systems	Engineering, IT services	235
McKay's	Grocery and pharmacy	225
AMEWAS	Systems engr. and mgmt.	220

Excludes post offices, state and local governments, national retail and national foodservice; includes higher education

\* Employee counts for federal and military facilities exclude contractors to the extent possible; embedded contractors may be included

## EMPLOYMENT<sup>4</sup> (2017, BY PLACE OF WORK)

Industry	Estab-lishments	Annual Avg. Empl.	Emp. %	Avg. Wkly. Wage
Federal government	39	9,590	21.9	\$2,104
State government	11	910	2.1	951
Local government	59	3,782	8.6	970
Private sector	2,040	29,454	67.3	1,052
Natural resources and mining	18	66	0.2	578
Construction	282	1,720	3.9	1,044
Manufacturing	33	413	0.9	1,284
Trade, transportation and utilities	453	6,810	15.6	783
Information	17	147	0.3	1,175
Financial activities	142	816	1.9	956
Professional and business services	463	9,896	22.6	1,627
Education and health services	246	4,547	10.4	969
Leisure and hospitality	221	4,173	9.5	320
Other services	160	864	2.0	581
<b>Total</b>	<b>2,150</b>	<b>43,736</b>	<b>100.0</b>	<b>1,274</b>

Includes civilian employment only

## HOURLY WAGE RATES<sup>4</sup> (2017)

Selected Occupations	Median	Entry	Experienced
Accountants	\$36.39	\$23.25	\$44.87
Aerospace engineers	53.03	37.45	60.80
Bookkeeping/accounting clerks	19.66	14.68	23.93
Computer systems analysts	45.89	29.45	55.70
Computer user support specialists	25.31	15.30	31.85
Customer service representatives	14.35	10.24	18.82
Electrical engineers	48.88	34.92	58.44
Electronics engineering technicians	43.33	30.78	48.74
Freight, stock and material movers, hand	12.41	10.44	16.78
Industrial truck operators	26.60	18.83	30.49
Information security analyst	47.07	28.09	55.49
Maintenance and repair workers, general	20.65	13.96	24.86
Network administrators	49.29	34.21	58.22
Packers and packagers, hand	9.33	9.26	11.16
Secretaries	18.09	12.31	21.78
Shipping/receiving clerks	12.99	10.58	16.47

Wages are an estimate of what workers might expect to receive in Southern Maryland (Calvert, Charles and St. Mary's counties) and may vary by industry, employer and locality

# Brief Economic Facts ST. MARY'S COUNTY, MARYLAND

## SCHOOLS AND COLLEGES<sup>3,8</sup>

### Educational Attainment - age 25 & over (2013-2017)

High school graduate or higher	89.7%
Bachelor's degree or higher	30.4%

### Public Schools

Number: 18 elem.; 4 mid.; 3 high; 1 career/tech; 1 charter
Enrollment: 17,999 (Sept. 2018)
Cost per pupil: \$13,027 (2016-2017)
Students per teacher: 16.8 (Oct. 2017)
High school career / tech enrollment: 1,895 (2017)
High school graduates: 1,199 (July 2017)

### Nonpublic Schools

Number: 38 (Sept. 2017)
-------------------------

Higher Education	Enrollment ('18)	Degrees ('17)
------------------	------------------	---------------

#### 2-year institution

College of Southern Maryland*	6,882	1,272
-------------------------------	-------	-------

#### 4-year institution

St. Mary's College of Maryland	1,603	531
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Johns Hopkins University, University of Maryland College Park, and 7 other institutions offer programs at the Southern Maryland Higher Education Center. In addition, the Florida Institute of Technology offers coursework at the Frank Knox Center at NAS Patuxent River.

\* Includes four campuses in Calvert, Charles and St. Mary's counties

## TAX RATES<sup>9</sup>

	St. Mary's Co.	Maryland
<b>Corporate Income Tax (2019)</b>	none	8.25%
Base – federal taxable income		
<b>Personal Income Tax (2019)</b>	3.00%	2.0%-5.75%*
Base – federal adjusted gross income		
*Graduated rate peaking at 5.75% on taxable income over \$300,000		
<b>Sales &amp; Use Tax (2019)</b>	none	6.0%
Exempt – sales for resale; manufacturer's purchase of raw materials; manufacturing machinery and equipment; purchases of materials and equipment used in R&D and testing of finished products; purchases of computer programs for reproduction or incorporation into another computer program for resale		
<b>Real Property Tax (FY 19)</b>	\$0.8478	\$0.112
Effective rate per \$100 of assessed value		
In an incorporated area a municipal rate will also apply		
<b>Business Personal Property Tax (FY 19)</b>	\$2.1195	none
Rate per \$100 of depreciated value		
Exempt – manufacturing and R&D machinery, equipment, materials and supplies; manufacturing, R&D and warehousing inventory		
<b>Major Tax Credits Available</b>		
Job Creation, More Jobs for Marylanders, R&D, Biotechnology and Cybersecurity Investment, New and Expanding Business, Arts & Entertainment District		

## INCOME<sup>3</sup> (2013-2017)

Distribution	Percent Households		
	St. Mary's Co.	Maryland	U.S.
Under \$25,000	12.2	14.2	21.3
\$25,000 - \$49,999	15.6	17.1	22.5
\$50,000 - \$74,999	15.2	16.5	17.7
\$75,000 - \$99,999	14.0	13.1	12.3
\$100,000 - \$149,999	23.2	18.7	14.1
\$150,000 - \$199,999	10.8	9.7	5.8
\$200,000 and over	9.1	10.7	6.3
Median household	\$86,508	\$78,916	\$57,652
Average household	\$101,264	\$103,845	\$81,283
Per capita	\$37,528	\$39,070	\$31,177
Total income (millions)	\$3,977	\$226,495	\$9,658,475

## HOUSING<sup>3,10</sup>

Occupied Units (2013-2017) 38,276 (71.9% owner occupied)

### Housing Transactions (2018)\*

Units sold	1,046
Median selling price	\$277,790

\*All multiple listed properties; excludes auctions and FSBO

## BUSINESS AND INDUSTRIAL PROPERTY<sup>6</sup>

Industrial parks and office parks offer development-ready land, furnished office space, manufacturing and workshop floors, and more. St. Mary's County is aggressively working to make county-owned land in the Airport Innovation District shovel-ready. Fiber-optic lines, public water, sewer, broadband service and natural gas are available in development areas. The Lexington Park Development District Master Plan calls for mixed-use developments to create a vibrant, walkable downtown environment. Advanced manufacturing, defense technology and defense service companies are clustered in the Lexington Park-California area as well as in the Airport Innovation District. Major business parks include: Wildewood Technology Park, Lexington Park Corporate Center, Exploration and Expedition Parks, Willows Run, and St. Mary's Industrial Park.

### Business Incubator

TechPort @ the Airport Technology Incubator, California MD  
Focus on UAS and startups commercializing Navy patents

Market Profile Data (2018)	Low	High	Average
<b>Land – cost per acre</b>			
Industrial	\$12,000	\$471,000	\$156,600
Office/Commercial	\$9,100	\$2,525,600	\$284,500
<b>Rental Rates – per square foot</b>			
Warehouse / Industrial	\$4.00	\$13.00	\$8.67
Flex / R&D / Technology	\$7.00	\$15.00	\$14.00
Class A Office	\$21.00	\$28.50	\$23.84

# Brief Economic Facts // ST. MARY'S COUNTY, MARYLAND

## TRANSPORTATION

**Highways:** Maryland arteries in the county connect with U.S. 301, I-95 and I-495 (Washington D.C. Beltway)

**Rail:** The closest rail depot, CSX Transportation, is in adjacent Charles County at Waldorf

**Truck:** Nearly 60 local and long-distance trucking establishments are located in Southern Maryland

**Water:** Served by the Port of Baltimore, 50' channel; a leading U.S. automobile and break-bulk port; seven public terminals including the state-of-the-art Intermodal Container Transfer Facility; 81 miles from Leonardtown

**Air:** Served by Baltimore/Washington International Thurgood Marshall Airport (BWI), Washington Dulles International Airport and Ronald Reagan Washington National Airport; St. Mary's County Regional Airport ([www.co.saint-marys.md.us/dpw/Airportinfo.asp](http://www.co.saint-marys.md.us/dpw/Airportinfo.asp)) is available for private planes; 4150' runway

## RECREATION AND CULTURE

**Parks:** Five state parks and 22 county parks, two year-round pools, boat ramps, beaches, fishing piers, tennis courts, picnic facilities, playgrounds, a skate park, and a disc golf course

**Recreation and Leisure:** Boating, sailing, fishing, camping, hiking, cycling, paddling trails, golf courses, and three motor sports venues; waterside restaurants and marinas dot the county's miles of shoreline; historic Leonardtown, the county seat, features a variety of shops, galleries, restaurants, a waterfront park and a winery

**Sports and Athletics:** Team sports include soccer, basketball, roller hockey, lacrosse, football, and baseball; sports venues include a gymnastics center, four county recreation centers, and a variety of public parks with sports fields

**Attractions:** St. Clement's Island, site of Maryland's founding; Historic St. Mary's City, Maryland's first capital and one of the nation's premier archaeological and outdoor living history museums; Point Lookout Lighthouse, Blackstone Lighthouse, Point No Point Lighthouse and Piney Point Lighthouse, the oldest lighthouse on the Potomac River; 18th-century Sotterley Plantation; and Patuxent River Naval Air Museum

**Arts & Entertainment District:** Leonardtown

**Events:** Over 50 festivals and fairs include the River Concert Series, Crab Festival, County Fair, Blessing of the Fleet, Oyster Festival/National Oyster Shucking Championships, Wine Festival and Monster Rockfish Festival

For more information, call 1.800.327.9023, or visit [www.VisitStMarysMd.com](http://www.VisitStMarysMd.com)

## UTILITIES

**Electricity:** Southern Maryland Electric Cooperative; customers of investor-owned utilities and major cooperatives may choose their electric supplier

**Gas:** Natural gas is available from Washington Gas; customers may choose their gas supplier; propane is available from Burch Propane and Taylor Gas Co.

**Water and Sewer:** St. Mary's County Metropolitan Commission serves greater Lexington Park-Hollywood area and Piney Point; municipal system serves Leonardtown

**Telecommunications:** Local carrier is Verizon Maryland; cable internet or broadband service is available from Atlantic Broadband or Comcast; Long distance carriers include AT&T, Sprint, Verizon and others

## GOVERNMENT<sup>11</sup>

**County Seat:** Leonardtown

**Government:** Five commissioners elected for four-year terms; commissioner form of government limits county legislative power to areas authorized by the General Assembly  
James R. Guy, President, Commissioners of St. Mary's County  
301.475.4200, ext. 1350

Rebecca Bolton Bridgett, County Administrator  
301.475.4200, ext. 1321

**Website:** [www.stmarysmd.com](http://www.stmarysmd.com)

**County Bond Rating:** AA+ (S&P); Aa1 (Moody's); AA+ (Fitch)

**St. Mary's County Department of Economic Development**

Chris Kaselemis, Director  
23115 Leonard Hall Drive  
P. O. Box 653, Potomac Building  
Leonardtown, Maryland 20650  
Telephone: 301.475.4200 x1405  
Email: [ded@stmarysmd.com](mailto:ded@stmarysmd.com)  
[www.yesstmarysmd.com](http://www.yesstmarysmd.com)

### Sources:

- 1 National Oceanic and Atmospheric Administration (1981-2010 normals); Maryland Geological Survey
- 2 Maryland Department of Planning
- 3 U.S. Bureau of the Census
- 4 Maryland Department of Labor, Licensing and Regulation, Office of Workforce Information and Performance
- 5 U.S. Bureau of Labor Statistics
- 6 St. Mary's County Department of Economic Development
- 7 Maryland Department of Commerce
- 8 Maryland State Department of Education; Maryland Higher Education Commission
- 9 Maryland State Department of Assessments and Taxation; Comptroller of the Treasury
- 10 Maryland Association of Realtors
- 11 Maryland State Archives; Maryland Association of Counties



**RESOLUTION**

WHEREAS, Article 95, S22F, Annotated Code of Maryland and State Finance and Procurement Article S6-222 requires that local government investment guidelines be published and meet certain criteria, and

WHEREAS, it is the policy of St. Mary's County to invest public funds in a manner which will conform to all State of Maryland and County statutes governing the investment of public funds while meeting its daily cash flow demands and providing a return at least equal to the three month Treasury bill yield.

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED by the County Commissioners of St. Mary's County, Maryland effective this date, that the attached St. Mary's County Investment Policy is established and ordered to be followed effective September 1, 1995. Any conflicting investment policies, including Chapter 163-1 of the Code of St. Mary's County, are hereby repealed.

DATE OF ADOPTION: August 22, 1995

EFFECTIVE DATE: September 1, 1995

BOARD OF COUNTY COMMISSIONERS  
OF ST MARY'S COUNTY, MARYLAND

*Barbara R. Thompson*  
BARBARA R. THOMPSON, President

*D. Christian Brigman*  
D. CHRISTIAN BRIGMAN, Commissioner

*Paul W. Chesser*  
PAUL W. CHESSER, Commissioner

*Frances P. Egan*  
FRANCES P. EAGAN, Commissioner

*Lawrence D. Jarboe*  
LAWRENCE D. JARBOE, Commissioner

ATTEST:

*W. Aleck Loker*  
W. ALECK LOKER  
County Administrator

*Charles H. Wade, Jr.*  
CHARLES H. WADE, JR.  
Director of Finance

RECORDING FEE 3.00  
TOTAL 6.00  
Res#583 Ref#993999  
EHA NB 8/11/95  
Aug 25, 1995 03:51 PM

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

*Douglas S. Durkin*  
DOUGLAS S. DURKIN  
County Attorney

BOOK 0000 PAGE 0523

ST. MARY'S COUNTY  
INVESTMENT POLICY

Adopted: August 22, 1995

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ST. MARY'S COUNTY  
INVESTMENT POLICY

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BOOK 0000 PAGE 0020  
**ST. MARY'S COUNTY  
INVESTMENT POLICY**

**L POLICY**

It is the policy of St. Mary's County (hereinafter referred to as "the County") to invest public funds in a manner which will conform to all State of Maryland and County statutes governing the investment of public funds while meeting its daily cash flow demands and providing a return at least equal to the three month Treasury bill yield.

**II. SCOPE**

This investment policy applies to all financial assets of the County. These funds are accounted for in the County's Comprehensive Annual Financial Report and include:

- A. General Fund
- B. Special Revenue Funds
- C. Capital Project Funds
- D. Enterprise Funds
- E. Special Assessment Funds
- F. Trust and Agency Funds
- G. Any new funds as provided by county ordinance.

**III. PRUDENCE**

A. The standard of prudence to be applied by the investment officer shall be the "prudent person" rule, which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

The prudent person shall be applied in the context of managing the overall portfolio.

B. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall not be held personally responsible for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### IV. OBJECTIVE

The primary objective, in priority order, of the County's investment activities shall be:

A. Safety: Safety of principal is the foremost objective of the investment program. Investments of the County shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification, third party collateralization and safekeeping, and delivery versus payment will be required.

B. Liquidity: The County's investment portfolio will remain sufficiently liquid to enable the County to meet all operating requirements which might be reasonably anticipated.

C. Return on Investment: The County's investment portfolio shall be designed with the objective of attaining a return at least equal to the three month U.S. Treasury bill yield. The three month Treasury benchmark was selected after considering the County's investment risk constraints and the cash flow characteristics of the portfolio.

#### V. DELEGATION OF AUTHORITY

A. Authority to manage the County's investment program is derived from State law (Article 95 and Title 6 of the Finance and Procurement Article of the Annotated Code of Maryland).

B. The Director of Finance shall develop and maintain written administrative procedures, with the approval of the Board of County Commissioners of St. Mary's County, for the operation of the investment program, consistent with this investment policy. Such procedures shall include:

1. Explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Finance.

2. Procedures should include reference to safekeeping, Public Securities Administration approved repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service agreements.

3. The Director of Finance shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials (investment officers).

#### VI. ETHICS AND CONFLICTS OF INTEREST

Officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Director of Finance any material financial interests in financial institutions that conduct business

within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the County's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the County, particularly with regard to the time of purchases and sales.

## VII. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Director of Finance shall maintain a list of approved security broker dealers selected by credit worthiness who are authorized to provide investment services in the state of Maryland who provide investment services to St. Mary's County. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1. No deposit shall be made except in an institution which is a qualified public depository as established by the State of Maryland. All financial institutions and broker/dealers who desire to become qualified brokers for investment transactions must supply the Investment Officer with the following: audited financial statements, proof of National Association of Security Dealers certification, trading resolution, proof of registration with the State of Maryland, and certification of having read the County's Investment Policy and depository contracts. An annual review of the financial condition and registrations of qualified bidders will be conducted by the Director of Finance. A current audited financial statement is required to be on file for each financial institution or broker/dealer through which the County invests.

1. All dealers must agree to the County's policy of delivery-versus-payment as described in Section XI of this policy.

2. The firm must provide copies of its audited financial statements, which are reviewed carefully to assure that the firm is on sound financial footing. The firm must also have adequate capital to fulfill its commitments under adverse market conditions.

3. The firm must be registered in the State of Maryland with a record for responsible business practices and professional integrity. The dealer must also provide adequate research facilities and market related information.

4. The County will deal only through knowledgeable and experienced salesmen. To meet this criterion, the firm will send resume information on the salesman with whom the County will be dealing. The firm will also send a list of other Governments that buy and sell securities through their firm in order for the County to obtain references.

### A. Commercial Banks:

The County can only invest in banks located in the State of Maryland (Certificates of Deposit) with the exception of Bankers Acceptances which are discussed in Section VIII of this policy. Commercial Banks must have a short-term rating of at least investment grade from the appropriate bank rating agencies. All banks shall provide their most recent Consolidated Report of Condition ("call" report) at the request of the County. The county shall conduct an annual evaluation of each bank's credit worthiness to determine whether it should be on the "Qualified Institution" listing.

**B. Money Market Treasury Funds:**

The fund must be comprised only of obligations issued or guaranteed as to principal and interest by the U.S. Government and to repurchase agreements fully collateralized by U.S. Government obligations. The management company of the fund must take delivery of the collateral either directly or through an authorized custodian. The County is also authorized to invest in the Maryland Local Government Investment Pool which functions as a U.S. Treasury Money Market Fund.

**VIII. DIVERSIFICATION IN AUTHORIZED & SUITABLE INVESTMENTS**

The County will diversify to avoid unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities. Maryland State law pertaining to authorized instruments is attached.

	<u>Maximum Percent of Portfolio</u>
<b>A. <u>Diversification by Instrument</u></b>	
1. U.S. Treasury Obligations	100%
2. U.S. Government Agency and U.S. Government-sponsored instrumentalities	50%
3. Repurchase Agreements (Master Repurchase Agreement required)	100%
4. Collateralized Certificates of Deposit (Only Maryland Commercial Banks)	40%
5. Bankers' Acceptances BA's from domestic banks which also include the United States affiliates of large international banks. Short term rating of A1 from Standard and Poor's Corporation and P1 from Moody's Investors Service.	40%
6. Money Market Mutual Funds Highest rating by at least one recognized rating agency.	100%
<b>B. <u>Diversification of Maturities</u></b>	

In order to meet the objectives of the County's investment activities as listed in Section IV of this policy, the majority of the investments of the County will be on a short term basis. (Less than one year). However, a portfolio can contain investments with longer maturities (up to two years) without jeopardizing adequate safety and liquidity standard of the portfolio and at the same time increasing the overall yield of the portfolio. The investments in long-term maturities will be limited to direct federal government obligations and to securities issued by the U.S. Government agencies. The length of maturity of the security will not exceed two years from the time of the County's purchase.

**IX. BORROWING**

The County may not borrow solely for the purpose of investment and may not invest in a manner inconsistent with the Investment Policy.

**X. COLLATERALIZATION**

A. Collateralization will be required on two types of investments: certificates of deposit and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be at least 102% of market value of principal and accrued interest.

B. Collateral will always be held by an independent third party with whom the County has a current custodial agreement.

C. Acceptable collateral is specified under Section 6-202 of Title 6 of the State Finance and Procurement Article of the Annotated Code of Maryland. However, the third party trust custodian, who holds the collateral, has the right to reject otherwise acceptable collateral based on their discretion concerning market conditions.

D. The right of collateral substitution is granted, and all associated costs will be paid by the seller. (Financial institution).

**XI. SAFEKEEPING AND CUSTODY**

All security transactions, including collateral for repurchase agreements, entered into by the County shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Director of Finance. All repurchase agreements will be governed by a Master Repurchase Agreement signed by the appropriate officials of the County and the government dealer.

**XII. INTERNAL CONTROLS**

The Director of Finance shall establish a system of internal controls, which shall be documented in writing. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and investment officers of the County. An audit of the internal controls of the investment operation is part of the annual financial audit conducted by an outside independent audit company.

**XIII. PERFORMANCE STANDARDS**

The County's investment strategy in general is passive. However, the strategy is active under special extenuating circumstances. Given this strategy and taking into account the County's investment risk constraints and cash flow needs, the three month U.S. Treasury Bill yield was selected to gauge the County's investment portfolio performance.



**XIV. REPORTING REQUIREMENTS**

An investment officer shall generate quarterly reports for management purposes. In addition, the County Commissioners will be provided quarterly reports which will include data on investment instruments being held, as well as any narrative necessary for clarification.

**XV. INVESTMENT POLICY ADOPTION**

The Director of Finance may recommend changes in these policies for approval by the County Commissioners at any time as long as the changes are in compliance with the Annotated Code of Maryland. These changes should be written and provided to the County Commissioners of St. Mary's County. Exceptions to these policies may be made by securing the approval of the Director of Finance and documented in writing.

## GLOSSARY

AGENCIES:	Federal agency securities.
BANKERS' ACCEPTANCE (BA):	A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.
BROKER:	A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides; he does not position. In the money market, brokers are active in markets in which banks buy and sell money and in interdealer markets.
COLLATERAL:	Securities, evidences of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.
CERTIFICATE OF DEPOSIT (CD):	A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.
DEALER:	A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.
DELIVERY VERSUS PAYMENT:	There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.
DISCOUNT SECURITIES:	Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury bills.
DIVERSIFICATION:	Dividing investment funds among a variety of securities offering independent returns.
FEDERAL CREDIT AGENCIES:	Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

**FEDERAL FUNDS RATE:**

The rate of interest at which Federal funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

**FEDERAL OPEN MARKET COMMITTEE (FOMC):**

Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

**FEDERAL RESERVE SYSTEM:**

The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 Regional Banks and about 5,700 commercial banks that are members of the system.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):**

A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

**FEDERAL HOME LOAN BANKS (FHLB):**

The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-a-vis member commercial banks.

**FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA):**

FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing & Urban Development, H.U.D. It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

GOVERNMENT NATIONAL  
MORTGAGE ASSOCIATION  
(GNMA or Ginnie Mae)

Securities guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by FHA, VA or FMHM mortgages. The term pass-throughs is often used to describe Ginnie Mae's.

LIQUIDITY:

A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT  
INVESTMENT POOL (LGIP):

The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE:

The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE  
AGREEMENT:

A written contract covering all future transactions between the parties to repurchase-reverse repurchase agreements that established each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY:

The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET:

The market in which short-term debt instruments (bills, commercial paper, banker's acceptances, etc.) are issued and traded.

OPEN MARKET OPERATIONS:

Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO:	Collection of securities held by an investor.
PRUDENT PERSON RULE:	An investment standard. In some states, the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the State - the so-called legal list. In other states, the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.
PRIMARY DEALER:	A group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker dealers, banks, and a few unregulated firms.
RATE OF RETURN:	The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.
QUALIFIED PUBLIC DEPOSITORIES:	A financial institution which does not claim exemption from the payment of any sales or compensating use of ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.
REPURCHASE AGREEMENT (Repo or Repos)	A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and terms of the agreement are structured to compensate him for this. Dealers use Repos extensively to finance their positions. Exception: When the Fed is said to be doing Repo, it is lending money, that is, increasing bank reserves.
SAFEKEEPING:	A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

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SECONDARY MARKET:

A market made for the purchase and sale of outstanding issues following the initial distribution.

SEC RULE 15C3-1:

See uniform net capital rule.

SECURITIES & EXCHANGE  
COMMISSION:

Agency created by Congress to protect investors in securities transactions by administering securities legislation.

TREASURY BILLS:

A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BOND:

Long-term U.S. Treasury securities having initial maturities of more than ten years.

TREASURY NOTES:

Intermediate term coupon bearing U.S. Treasury securities having initial maturities of from one to ten years.

YIELD:

The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

UNIFORM NET CAPITAL RULE:

Securities and Exchange Commission requirement that member firms as non-member broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. **Liquid capital includes cash and assets easily converted into cash.**

RESOLUTION

**PERTAINING TO THE ADOPTION OF A DEBT POLICY**

**WHEREAS**, the Board of County Commissioners of for St. Mary's County, Maryland, (hereinafter referred to as the "Board of County Commissioners") has general authority to adopt policies for St. Mary's County, Maryland; and

**WHEREAS**, pursuant to Chapter 693 of the 2009 Laws of Maryland, each local government unit shall adopt a local debt policy by resolution, motion or ordinance; and

**WHEREAS**, the local debt policy shall be consistent with the Maryland Constitution, State law, and all other applicable local laws; and

**WHEREAS**, the local debt policy must also meet the individual needs of the local government unit; and

**WHEREAS**, the Board of County Commissioners in FY2000 caused to be performed a Debt Affordability Study, and based on this study incorporated into its annual budget process beginning with FY2001 goals related to outstanding debt as a per cent of assessed value, debt service as a per cent of the budget, and bond rating reserve as a per cent of revenues, each of which is articulated in the debt policy; and

**WHEREAS**, the Board of County Commissioners wish to provide and formalize such a written policy to promote the continued sound financial management of St. Mary's County; and

**WHEREAS**, the local debt policy is intended to promote proper fiscal management, maintain intergenerational equity and meet the individual needs of St. Mary's County, Maryland; and

**WHEREAS**, the purpose of adopting a local debt policy for St. Mary's County is to provide guidelines for implementing procedures for issuing debt, monitoring debt management and other related services; and

**WHEREAS**, the Department of Finance has prepared the St. Mary's County, Maryland Debt Policy, attached as Exhibit "A."

**WHEREAS**, the Board of County Commissioners met in public session on September 29, 2009 and determined to adopt the Debt Policy.

**NOW, THEREFORE, BE IT RESOLVED AND ORDAINED**, by the Board of County Commissioners that the Debt Policy, attached hereto as Exhibit A, BE and the same hereby IS adopted as the official Debt Policy for St. Mary's County, Maryland.

**BE IT FURTHER RESOLVED**, by the Board of County Commissioners that a copy of this Resolution be sent to the Maryland State Treasurer.

**BE IT FURTHER RESOLVED**, by the Board of County Commissioners that the foregoing recitals are adopted as if fully rewritten herein.

**BE IT FURTHER RESOLVED**, by the Board of County Commissioners that this Resolution shall be effective upon the date written below.

Those voting aye: 5

Those voting nay: 0

Those abstaining or absent: 0

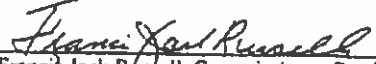
Approval Date: 9/29/09

Effective Date: 9/29/09


ATTEST:


  
\_\_\_\_\_  
John Savich  
County Administrator

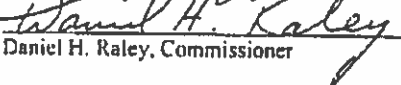
**BOARD OF COUNTY COMMISSIONERS  
FOR ST. MARY'S COUNTY, MARYLAND**

  
\_\_\_\_\_  
Francis Jack Russell, Commissioner President

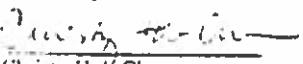
  
\_\_\_\_\_  
Kenneth R. Dement, Commissioner

  
\_\_\_\_\_  
Lawrence D. Jarhoe, Commissioner

  
\_\_\_\_\_  
Thomas A. Mattingly, Sr., Commissioner

  
\_\_\_\_\_  
Daniel H. Raley, Commissioner

Approved as to form and legal  
sufficiency:

  
\_\_\_\_\_  
Christy Holt Chesser  
County Attorney



**St. Mary's County, Maryland  
Debt Policy**

Attachment A  
to Resolution  
2009-28

**Purpose**

The following policies are enacted in an effort to standardize and rationalize the issuance and management of debt by St. Mary's County. A debt policy sets forth the parameters for issuing new debt and managing outstanding debt and provides guidance to decision makers.

The debt policy recognizes a binding commitment to full and timely repayment of all debt as an intrinsic requirement for entry into the capital markets. Adherence to a debt policy helps to ensure that a government maintains a sound debt position and that credit quality is protected. Advantages of a debt policy are as follows:

- enhances the quality of decisions;
- rationalizes the decision-making process;
- identifies objectives for staff to implement;
- demonstrates a commitment to long-term financial planning objectives; and
- is regarded positively by the rating agencies.

Regular, updated debt policies can be an important tool to ensure the use of the County's resources to meet its commitments to provide needed services to the citizens of St. Mary's County and to maintain sound financial management practices. The County's debt program and capital budget and plan should be continuously monitored to ensure that it is in compliance with the debt policy. The debt policy should also be periodically updated to ensure that it remains consistent with financial and management objectives and capital market trends.

**Use of Debt Financing**

Before issuing debt, the County should consider other sources of funding available for capital project costs, including but not limited to transfer taxes, dedicated land preservation funding, impact fees, and pay-go, prior to issuing debt. Debt financing, to include general obligation bonds, revenue bonds, certificates of participation, commercial paper, lease/purchase agreements, and other obligations permitted to be issued or incurred, shall only be used to:

- 1) purchase capital assets, as long as the life of such assets is equal to or greater than the term of the debt;
- 2) to fund capital project costs, as identified in the County's Capital Budget and Plan
- 3) to finance Installment Purchase Agreements (IPA) related to land preservation
- 4) to fund the Fire and Rescue Revolving Loan Fund
- 5) when it is an appropriate means to achieve a fair allocation of costs between current and future beneficiaries.

- 6) as a conduit for public purpose entities such as St. Mary's Hospital, the Metropolitan Commission, and the Nursing Center, where such debt is re-paid by such entities

County debt will not be issued for periods exceeding the useful life or average useful lives of the project or projects to be financed. Debt should not be issued to fund operating deficits or the County's funding commitments related to post employment benefits including those of the Sheriff's Office Retirement Plan or the Retiree Benefit Trust of St. Mary's County.

The net proceeds of the sale of County bonds shall be used and applied exclusively and solely for the acquisition, construction, improvement or development of public facilities for which the bonds are sold, in accordance with State law, subject to re-alignment between eligible capital projects when excess proceeds are available.

### **Comprehensive Capital Planning**

The County will prepare a multi-year capital program for consideration and adoption by the County Commissioners as part of the County's budget process. The plan is updated annually. The Plan shall contain a comprehensive description of revenue sources and expenditures, the timing of capital projects for future operating and capital budgets, and consider the effect of the Plan on future debt sales, debt outstanding and debt service requirements.

The County plans long- and short-term debt issuance to finance its capital program based on its cash flow needs, sources of revenue, capital construction periods, available financing instruments and market conditions. The Chief Financial Officer oversees and coordinates the timing, issuance process and marketing of the County's borrowing and capital funding activities required in support of the capital improvement plan. The County finances its capital needs on a regular basis dictated by its capital spending pattern. The County monitors market conditions and takes advantage of refunding opportunities to reduce its interest cost as far as practicable.

### **Debt Affordability Measures**

General Obligation Bonds. Debt capacity shall be evaluated on an annual basis, at the time of the adoption of the Capital Improvement Plan. The County should examine statistical measures to determine debt capacity and affordability. Only two measures are legally binding -- the County's debt cannot exceed 2% of the total assessed valuation of all of the property in the County that is subject to County taxation during the County's most recent fiscal year and General Fund Debt Service shall not exceed 10% of the General Fund Budget.

Outstanding Debt as a percentage of assessed value is an important measure of the County's wealth to support present and future revenue/taxing capacity to meet obligations. Debt Service as a percentage of the General Fund Budget measures the resources that are available for day-to-day operations, as debt service is essentially paid for with General Fund revenues.

## Types of Debt

The County generally will issue long-term, tax-exempt revenue or General Obligation debt. It is acknowledged that circumstances may warrant the use of other debt instruments, and decisions should be made on a case-by-case basis, as follows:

General Obligation Bonds – General Obligation Bonds (GOB) are the most common form of debt instrument for St. Mary's County. These are generally tax-exempt and are backed by the full faith and credit of St. Mary's County. General Obligation Bonds are issued to finance the purchase and construction of infrastructure and facilities for a wide variety of functions such as transportation, public schools, community college, public safety, roads and highways, bridges and other programs. St. Mary's County issues General Obligation Bonds pursuant to chapter laws adopted from time to time by the Maryland General Assembly at the request of the County ("Chapter Law Authorization").

State/Federal Loan Programs – The County regularly participates in loan programs offered through Maryland Department of the Environment, Maryland Water Quality Loan Administration, and the Maryland department of Natural Resources. Additionally, the County may enter into similar debt pursuant to participation in other State or Federal programs. Interest rates are generally lower than those for which the County qualifies on its own merit in the open market. On occasion, loans may be for no interest. On some loans, the State or federal entity assesses fees to supplement the low interest rates.

The recently enacted American Recovery and Reinvestment Act ("ARRA") provides a number of taxable and tax-exempt financing options, some with a limited duration. St. Mary's County will review appropriate ARRA options and utilize them where such an issuance would benefit the County.

Short-Term Debt and Interim Financing. Use of short-term borrowing, such as bond anticipation notes (BANs) and tax-exempt commercial paper, should be undertaken only if the transaction costs plus interest of the debt are less than the cost of internal financing, or available cash is insufficient to meet working capital requirements. The term of short-term financing will be limited to the usual useful life of the asset, but in no case will exceed ten years.

Variable-Rate Debt. When appropriate, the County may choose to issue securities that pay a rate of interest that varies according to results from a periodic remarketing of the securities. The County should have no more than 15% of its outstanding general obligation bonds in variable rate form.

Lease/Purchase Agreements. The County may enter into short-term lease/purchase obligations to finance the acquisition of capital equipment and furnishings with estimated useful lives of less than ten years.

Conduit Financings. Conduit financings are securities issued by a government agency to finance a project of a third party, such as a non-profit organization or other private entity.

The County may sponsor conduit financings for those activities (e.g., economic development, housing, etc.) that have a general public purpose and are consistent with the County's overall service and policy objectives. Unless a compelling public policy rationale exists, such conduit financings will not in any way pledge the County's faith and credit.

The County will require such third parties to provide such information to the County as the County deems appropriate or necessary, including the provision of annual audited financial statements. Existing conduit financings do not in any way pledge the County's faith and credit. The County is not restricted from utilizing new conduit debt financing programs sponsored by the Federal or State governments that require a pledge of the full faith and credit of the County.

Installment Purchase Agreements. The County may enter into installment purchase agreements pursuant to Chapter 27 of the Code of St. Mary's County, to acquire under certain criteria development rights in tracts or parcels of agricultural and forestry land located in St. Mary's County as part of the County's Agricultural Land Preservation Program. An individual easement can be purchased from a landowner using an installment purchase agreement, as long as the maturity date of such agreement does not exceed 30 years from the date of execution. The county's obligation to make payments shall be a general obligation of the County made upon its full faith and credit. Such installment purchase agreements shall not be reflected as bonds or other evidences of indebtedness for the purpose of complying with the debt affordability measures defined previously as long as the County holds investment instruments that are guaranteed to yield proceeds adequate to pay the county's indebtedness under the installment purchase agreement.

Taxable Debt. State and local governments can gain several advantages by issuing taxable debt, namely the removal of arbitrage regulations and volume cap restraints. However, taxable debt also carries a higher interest rate than tax-exempt debt and eliminates one of the main advantages of purchasing municipal debt for bondholders. Accordingly, if the use of taxable debt is considered, the County will complete a thorough analysis of all attributes of such use, and only upon the advice of its Financial advisor.

Tax Increment Financing. Tax Increment Financing (TIF) zones may be established when revenues will recover the public cost of debt with adequate safety margin.

Capital Leases and/or Exempt Financing This form of financing is used regularly for the purchase of vehicles and equipment that may not qualify to be financed with General Obligation Bonds, or for which the term of the GOB is not appropriate. The term of this form of financing is typically five years, but may be longer depending upon the asset. The equipment being purchased is sometimes the collateral for the leases. Such agreements are subject to annual appropriation.

Interfund Loans Loans may be extended between funds of the County. In such an event, interest will accrue to the borrowing fund at least equal to the short-term interest rate the County receives on its idle proceeds. This rate shall be calculated monthly for any funds outstanding during that month. No interfund loans will be executed without a plan of repayment, approved by the Board of County Commissioners. The routine interfund balances that occur due to the pooling of the county's cash accounts does not constitute inter-fund debt.

Other Obligations Classified as Debt.

The amount of vested leave that may be reflected in the financials statements as debt is not included in measures used to evaluate the County's debt affordability.

Landfill closure and post closure care cost, which may be accrued consistent with generally accepted accounting principles and reflected in the financials statements as debt is not included in measures used to evaluate the County's debt affordability.

### Structural Features

Structure. Debt will be structured to achieve the lowest possible net cost to the County given market conditions, the urgency of the capital project, and the nature and type of security provided. The County may choose to structure debt repayment so as to wraparound existing obligations or to achieve other financial planning goals, but in most cases, it should strive for level debt service.

Repayment Schedule. To the extent possible, the County will design the repayment of its overall debt so as to recapture rapidly its credit capacity for future use. The County will strive to repay at least 20% of the principal amount of its general obligation debt within five years and at least 50% within ten years. Debt will not be issued for periods exceeding the useful life or average useful lives of the project or projects to be financed, and the date of maturity on County debt should not exceed 20 years, except for conduit debt or IPA related debt.

Credit Enhancement. The County may use credit enhancement (letters of credit, bond insurance, etc.) when net debt service on the bonds is reduced by more than the costs of the enhancement or to achieve the County's minimum bond rating requirement.

Derivative Products. The use of derivatives in administering debt can be useful to minimize risk, reduce costs, and provide flexibility. However, they can also add risk, restrict flexibility, or add cost. Accordingly, if the use of derivatives is considered, the County will complete a thorough analysis of all attributes of such use, giving consideration to factors outlined in GFOA's *Recommended Practice on Use of Derivatives by State and Local Governments*, and establish a policy for each such use.

It is the County policy to refrain from using derivatives. This policy is not intended to preclude the investment by the County in U.S. Treasury STRIPS (Separate Trading in

Registered Interest and Principal Securities) and, in particular, the County may invest in STRIPS in connection with its agricultural land preservation program.

### **Method of Sale**

Competitive Sale. Long-term bonds are generally issued through a competitive sale. The County and its financial advisor will set the terms of the sale to encourage as many bidders as possible. By maximizing bidding, the County seeks to obtain the lowest possible interest rates on its bonds. Bids will be awarded on a true interest cost basis (TIC), providing other bidding requirements are satisfied. In such instances where the County in a competitive bidding deems the bids received unsatisfactory, it may enter into negotiation for sale of the securities. The County shall adopt a form of notice of sale and advertisement in accordance with State law.

Negotiated Sale. Negotiated sales of debt will be considered only in extraordinary circumstances when the complexity of the issue requires specialized expertise, when a change of underwriter may result in losses (for example, changing the remarketing agent in midprogram for variable rate debt), when the negotiated sale would result in substantial savings in time or money, or when market conditions or County credit are unusually volatile or uncertain. Selection of the underwriting team shall be made pursuant to selection procedures set forth in this Debt Policy.

Electronic Sale. When deemed appropriate for cost savings, time savings, or marketing purposes, the County may conduct electronic bond sales. Selection of the electronic bidding platform shall be made based on the advice of the County's financial advisor.

Private Placement. In some unusual circumstance, the County may elect to sell its debt through a private placement or limited public offering.

### **Selection of Finance Consultants and Service Providers**

The County employs outside financial consultants to assist in developing a bond issuance strategy, preparing bond documents and marketing bonds to investors. The key players in the County's financing transactions include its financial advisor and bond counsel, the underwriter (on a negotiated sale) and County representatives (the Chief financial Officer, Deputy Director of finance, and the County Administrator, among others). Other outside firms, such as those providing paying agent/registrars, trustee, credit enhancement, auditing, or printing services, are retained as required.

The County's Chief Financial Officer shall be responsible for securing professional services that are required to develop and implement the County's debt program, with emphasis placed on the qualifications and experience of the service providers, and securing such services at competitive prices.

Financial Advisor. For each County bond sale the financial advisor should provide the Chief Financial Officer with information on pricing and underwriting fees for comparable sales by other issuers. The financial advisor Firm should also be advising the county on opportunities for refunding of its current debt.

Bond Counsel. The County will retain external bond counsel for all debt issues. All debt issued by the County will include a written opinion by bond counsel affirming that the County is authorized to issue the debt, stating that the County has met all requirements necessary for issuance, and determining the debt's federal income tax status.

Underwriters. The County shall retain underwriting services for all debt issued in a negotiated sale mode. The selection of underwriters may be for an individual or series of financings or a specified time period.

#### **Debt Refunding**

Periodic reviews of all outstanding debt will be undertaken to determine refunding opportunities. Refunding will be considered (within federal tax law constraints and the authority granted by the State) if and when there is a net economic benefit of the refunding or the refunding is essential in order to modernize covenants essential to operations and management.

Debt Service Savings. In general, advance refundings for economic savings will be undertaken when a net present value savings of at least 3 percent of the refunded debt can be achieved. Current refundings which produce a net present value savings of less than three percent will be considered on a case-by-case basis. Refundings with negative savings will not be considered unless there is a compelling public policy objective.

Restructuring of Debt. The County may choose to refund outstanding indebtedness when existing bond covenants or other financial structures impinge on prudent and sound financial management. Savings requirements for current or advance refundings undertaken to restructure debt may be waived upon a finding that such a restructuring is in the County's overall best financial interests. The County should not extend the maturity date of a debt issue through a refunding.

#### **Investment of Bond Proceeds**

All investments of bond proceeds will be consistent with those authorized by existing state law and the County's investment policies.

#### **Credit Ratings**

Rating Agency Relationships. The Chief Financial Officer, in coordination with the County's financial advisor, shall be responsible for maintaining relationships with the rating agencies that currently assign ratings to the County's various debt obligations. This effort shall include providing regular updates on the County's general financial condition along with coordinating meetings and presentations in conjunction with a new debt issuance.

Use of Rating Agencies. The County requests ratings prior to the sale of securities from each of the three major rating agencies for municipal bond issues: Moody's Investors Service, Standard & Poor's Rating Services and Fitch Ratings. The County may provide a written and/or oral presentation to the rating agencies to help each credit analyst make an informed evaluation. The County will make every reasonable effort to maintain its high quality credit ratings to aid in minimizing borrowing costs and preserving access to credit.

### **Management Practices**

The County has instituted sound management practices and will continue to follow practices that will reflect positively on it in the rating process. Among these are the County development of and adherence to long-term financial and capital improvement plans, management of expenses which are in line with revenues, sustainability reviews, and maintenance of an adequate level of operating reserves.

Bond Rating Reserve – The County should maintain a Bond Rating Reserve that is equal to at least 6% of its net recurring revenues (revenues net of the amounts designated in the budget for stabilization). This is separate from the Rainy Day Fund, which is a reserve account that was established to address shortfalls in revenue estimates that are expected to be no more than a year in duration.

Rebate Reporting and Covenant Compliance. The Chief Financial Officer is responsible for maintaining a system of record keeping and reporting to meet the arbitrage rebate and other requirements of the federal tax code. This effort includes tracking investment earnings, calculating rebate payments in compliance with tax law, and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the County's outstanding debt issues. Additionally, other requirements embodied in bond covenants, such as restrictions on private use of bond-financed projects, are monitored to ensure that all covenants are complied with.

Reporting Practices. The County will meet GAAP (Generally Accepted Accounting Principles) and GASB (Government Accounting Standards Board) standards in its financial reporting, including independent audit of its financial statements.

The County is committed to full and complete financial disclosure, and to cooperating fully with rating agencies, institutional and individual investors, other levels of government, and the general public to share clear, comprehensible, and accurate financial information. The County is committed to meeting secondary disclosure requirements on a timely and comprehensive basis. The Department of Finance shall be responsible for providing ongoing disclosure information to established national information repositories and for maintaining compliance with disclosure standards promulgated by state and national regulatory bodies.



Subject: Finance - To Adopt a Written Policy to Comply with the Requirements of the Governmental Accounting Standards Board (GASB) Statement No. 54 Fund Reporting and Governmental Fund Type

**RESOLUTION**

**TO ADOPT A WRITTEN POLICY TO COMPLY WITH THE REQUIREMENTS OF THE GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) STATEMENT NO. 54 FUND REPORTING AND GOVERNMENTAL FUND TYPE**

WHEREAS, the Governmental Accounting Standards Board (GASB) Statement No. 54 Fund Reporting and Governmental Fund Type mandates that a governmental entity establish the order in which source funds will be spent to meet the expenditures of the governmental entity; and

WHEREAS, the Commissioners for St. Mary's County find that it is in the best interest of the health, safety and welfare of the citizens of St. Mary's County to adopt a written policy that complies with the requirements of the Governmental Accounting Standards Board (GASB) Statement No. 54 Fund Reporting and Governmental Fund Type,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of St. Mary's County, that:

SECTION I. The following policy is adopted to establish the order in which fund balances will be spent when multiple fund balance types are available for a specific purpose: nonspendable, restricted, committed, assigned and unassigned:

**Fund Balance Policy  
Commissioners of St. Mary's County**

*Purpose*

The Commissioners of St. Mary's County recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the County and is fiscally advantageous for both the County and the taxpayer. This policy establishes goals and provides guidance concerning the desired level of fund balance maintained by the County to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.

*Definitions*

Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund.

GASB Statement 54 distinguishes fund balance classifications based on the relative strength of the constraints that control the purposes for which specified amounts can be spent. Beginning with the most restrictive constraints, fund balance amounts will be reported in the following categories:

Subject: Finance - To Adopt a Written Policy to Comply with the Requirements of the Governmental Accounting Standards Board (GASB) Statement No. 54 Fund Reporting and Governmental Fund Type

Page 2 of 4

- 1) **Nonspendable** (*inherently nonspendable*) - amounts that are not in a spendable form (e.g., inventory) or are legally or contractually required to be maintained intact (e.g., permanent fund principal).
- 2) **Restricted** (*externally enforceable limitations on use*) – amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally or through enabling legislation (e.g., grants or donations).
- 3) **Committed** (*self-imposed limitations set in place prior to the end of the period*) - amounts that can be used only for the specific purposes determined by a formal action of the Board of Commissioners. Commitments may be changed or lifted only by formal action of the Board of Commissioners.
- 4) **Assigned** (*limitation resulting from intended use*) – amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the Board of Commissioners or by a designee to whom the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
- 5) **Unassigned** – total fund balance in the general fund in excess of non-spendable, restricted, committed, and assigned fund balance (i.e. surplus). Excess of non-spendable, restricted, and committed fund balance over total fund balance (i.e., deficit). This includes all amounts not contained in other classifications and is the residual classification of the general fund only. Unassigned amounts are available for any legal purpose.

### ***Policy***

The Commissioners of St. Mary's County is the County's highest level of decision-making authority, and formal action is required to be taken to establish, modify, or rescind a fund balance commitment is by a resolution approved by the Board, as recommended by the Chief Financial Officer.

### ***Minimum Fund Balance/Reserves***

It is the goal of the County to achieve and maintain fund balance/reserves in the general fund at fiscal year-end of not less than 15% of general fund revenues. The fund balance/reserves include the County Bond Rating Reserve, the Rainy Day Fund, and the Unassigned. The 15% is the "Best Practice" as defined by Rating Agencies. The County, like other governments, is subject to a number of factors that could require the use of fund balances. Therefore, it is incumbent on the Board to minimize the use of fund balance, except in very specific circumstances.

Subject: Finance - To Adopt a Written Policy to Comply with the Requirements of the Governmental Accounting Standards Board (GASB) Statement No. 54 Fund Reporting and Governmental Fund Type

*Use of Unassigned Fund Balance*

Unassigned Fund Balance should only be used for one-time, non-recurring items during the following year budget process. Example of non-recurring items would be one-time purchase of equipment, study, or capital improvements pay-go funding. Pay-Go funding in the Capital Improvement Fund, would be used to reduce or avoidance of Debt Service. Recovering from an extreme event, such as a weather event, the Commissioners of St. Mary's shall approve a resolution outside of the budget process to assist the County in the recovery.

*Replenishment of Minimum Fund Balance/Reserves*

If the fund balance/reserves at fiscal year-end falls below the aforementioned goal, the Board shall develop a restoration plan to replenish the fund balance. The goal would be to replenish fund balances within one to three years of use as it is a financial management priority to ensure the County is properly prepared for contingencies. While this policy will serve as a foundation, the County would refer to their long-term financial planning and budget process to develop a more detailed strategy for using and replenishing fund balance, if and when the need arises.

**SECTION II.** The Chief Financial Officer, or the designee of the Chief Financial Officer, is authorized to identify the fund balance components from which funds are to be drawn to pay a particular expenditure

**SECTION III.** This Resolution shall be effective upon the date written below.

Those voting Aye: 5

Those voting Nay: 0

Those Abstaining: 0

Date of Adoption: 8/4/15

Effective Date: 8/18/15

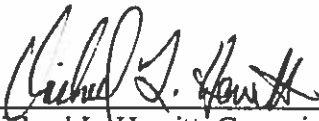
ATTEST:

COMMISSIONERS OF ST. MARY'S COUNTY

Rebecca B. Bridgett  
Rebecca B. Bridgett  
County Administrator

James R. Guy  
James R. Guy, Commissioner President


**Subject: Finance - To Adopt a Written Policy to Comply with the Requirements of the Governmental Accounting Standards Board (GASB) Statement No. 54 Fund Reporting and Governmental Fund Type**


  
\_\_\_\_\_  
Michael L. Hewitt, Commissioner

Approved as to form and legal sufficiency:

  
\_\_\_\_\_  
Tom Jarboe, Commissioner

  
\_\_\_\_\_  
George R. Sparling  
County Attorney

  
\_\_\_\_\_  
Todd B. Morgan, Commissioner

  
\_\_\_\_\_  
John E. O'Connor, Commissioner

LIDER 0027 POLID 064

SUBJECT: FINANCE - ORDINANCE FOR LEVYING RATES FOR ST. MARY'S COUNTY REVENUE TAXES, EMERGENCY SERVICES TAX RATES, PROPERTY TAX RATE, SERVICE CHARGE, ENERGY AND FUEL TAX RATES, AND SPECIAL DISTRICT TAX RATES FOR FISCAL YEAR 2020

## REVENUE TAX ORDINANCE

### Budget Authority

WHEREAS, Sections 27-1 through 27-11 of the *Code of St. Mary's County, Maryland*, authorize and empower the Commissioners of St. Mary's County to adopt the Annual Budget and Appropriation Act by June 1 of each year; and

### Compliance with Budget Procedures

WHEREAS, in accordance with Section 27-5 of the *Code of St. Mary's County, Maryland*, the Recommended Budget was filed in the office of the Commissioners of St. Mary's County on March 26, 2019, a public hearing was held on April 23, pursuant to a notice of a public hearing published in *The Enterprise*, a newspaper of general circulation in St. Mary's County, on April 5, 2019, and April 12, 2019; and

### Emergency Services Property Tax Levy Authority

WHEREAS, pursuant to Section 49-1, *et seq.*, of the *Code of St. Mary's County, Maryland*, the Commissioners of St. Mary's County are authorized to impose an Emergency Services tax, which includes the Fire Tax, a tax for Rescue Squads and certain support services organizations, and sets the maximum rate of the fire tax of not more than five and six-tenths cents (\$0.056) on every One hundred dollars (\$100.00) of assessed valuation of all real property and fourteen cents (\$0.14) on every One hundred dollars (\$100.00) of assessed valuation of personal property; and

LIBER0027 FOLIO065

SUBJECT: FINANCE - ORDINANCE FOR LEVYING RATES FOR ST. MARY'S COUNTY REVENUE TAXES, EMERGENCY SERVICES TAX RATES, PROPERTY TAX RATE, SERVICE CHARGE, ENERGY AND FUEL TAX RATES, AND SPECIAL DISTRICT TAX RATES FOR FISCAL YEAR 2020

**Authority for a Service Charge for the Semi-Annual Payment of Property Taxes**

WHEREAS, Sections 6-202, 6-204, 6-302, 6-306 and 6-308 of the *Tax-Property Article* of the *Annotated Code of Maryland*, and Section 27-7(C) of the *Code of St. Mary's County, Maryland*, authorizes and empowers the Commissioners of St. Mary's County to levy a property tax rate for each fiscal year; and

WHEREAS, Section 10-204.3 of the *Tax-Property Article* of the *Annotated Code of Maryland* requires the Commissioners of St. Mary's County to adopt a service charge for the semi-annual payment of property taxes after approval by the Maryland Department of Assessments and Taxation, and a service charge forty-seven Hundredths percent (.47%) of the amount of tax due at the second installment has been approved by the Maryland Department of Assessments and Taxation; and

**Income Tax Levy Authority**

WHEREAS, pursuant to Section 10-106(a) (iii) of the *Tax-General Article* of the *Annotated Code of Maryland* and Section 267-15 of the *Code of St. Mary's County, Maryland*, the Commissioners of St. Mary's County shall set, by ordinance or resolution, a County Income Tax equal to at least One percent, (1.00%), but not more than Three and two-tenths percent, (3.20%), of an individual's Maryland taxable income for the taxable years beginning after December 31, 2001; and

WHEREAS, Section 10-106(a)(2) of the *Tax-General Article* of the *Annotated Code of Maryland*, and Section 267-16 of the *Code of St. Mary's County, Maryland*, provide that the County income tax continue until the County changes the rate by ordinance or resolution; and

LINER 0027 POLIB066

SUBJECT: FINANCE - ORDINANCE FOR LEVYING RATES FOR ST. MARY'S COUNTY REVENUE TAXES, EMERGENCY SERVICES TAX RATES, PROPERTY TAX RATE, SERVICE CHARGE, ENERGY AND FUEL TAX RATES, AND SPECIAL DISTRICT TAX RATES FOR FISCAL YEAR 2020

**Energy and Fuel Tax Rate Levy Authority**

**WHEREAS**, Section 20-606 of the *Local Government Article* of the *Annotated Code of Maryland* authorizes and empowers the Commissioners of St. Mary's County to impose, by ordinance, and collect a sales and use tax on any form of energy or fuel used or consumed in St. Mary's County, and that the sales and use tax on energy or fuel may not exceed Five percent (5.00%) of the vendor's unit charges to customers billed in the County by all vendors for energy and fuel subject to the tax within classifications separated by energy or fuel; and

**WHEREAS**, the Commissioners of St. Mary's County have imposed such a sales and use tax on energy or fuel pursuant to Sections 267-23 through 267-28 of the *Code of St. Mary's County, Maryland*; and

**WHEREAS**, Section 267-24 (F) provides that the Commissioners of St. Mary's County shall levy the Energy and Fuel tax rates for each fiscal year ensuing after the fiscal year beginning after June 30, 1990, in accordance with the procedures set forth in that sub-section of the ordinance; and

**Special District Tax Rate Levy Authority**

**WHEREAS**, the Commissioners of St. Mary's County are empowered by virtue of Sections 21-301 through 21-305 of the *Local Government Article* of the *Annotated Code of Maryland*, to establish, create, repair, and maintain shore erosion control districts; and

**WHEREAS**, the Commissioners of St. Mary's County are authorized to act as a District Council pursuant to Section 21-305 of the *Local Government Article* of the *Annotated Code of Maryland* and Section 8-705 of the *Natural Resources Article* of the *Annotated Code of Maryland* for the Special Districts created as Shore Erosion, Erosion Control Districts and/or Waterway Improvement Districts; and

**WHEREAS**, pursuant to Section 109-2(C) and (D) of the *Code of St. Mary's County, Maryland*, the Commissioners of St. Mary's County are empowered to construct and improve private roads and drainage incident thereto and to impose an annual benefit assessment for said construction and/or improvement after the approval of a petition of a majority of the property owners whose property benefits from said improvements; and

**WHEREAS**, the Commissioners of St. Mary's County, acting as District Council, shall

LIBER 0027 POLID 067

SUBJECT: FINANCE - ORDINANCE FOR LEVYING RATES FOR ST. MARY'S COUNTY REVENUE TAXES, EMERGENCY SERVICES TAX RATES, PROPERTY TAX RATE, SERVICE CHARGE, ENERGY AND FUEL TAX RATES, AND SPECIAL DISTRICT TAX RATES FOR FISCAL YEAR 2020

certify the amount of each assessment to the Treasurer of St. Mary's County, Maryland on or before May 1 of each year for debt service on the capital construction costs, utilizing a uniform assessment method whereby each property within the district, as defined above, shall pay an equal share; and

WHEREAS, pursuant to Section 21-801 of the Local Government Article of the Annotated Code of Maryland, the Commissioners of St. Mary's County are empowered to provide for electric lighting along all or any part of the streets, lanes, alleys and public ways of the County, and enter into agreements with any person, partnership or corporation for the installation, maintenance and operation of electric lighting, which costs shall be paid by ad valorem taxes levied upon the property within the area to be served by the electric lighting upon the approval of a petition of at least 60.0% of the property owners within the district; and

NOW, THEREFORE, BE IT ORDAINED, by the Commissioners of St. Mary's County, that:

Section 1. Levy of Emergency Services Tax Rate

The Fire Tax component of the Emergency Services Tax is hereby assessed on every one hundred dollars \$100.00 of assessed valuation of all real and personal property, effective July 1, 2019, as follows:

Fire Tax Rates:		<u>Real</u>	<u>Personal/Other</u>
	Election District 1	\$0.036	\$0.09
	Election District 2	\$0.056	\$0.14
	Election District 3	\$0.024	\$0.06
	Election District 5	\$0.046	\$0.115
	Election District 6	\$0.044	\$0.11
	Election District 7	\$0.056	\$0.14
	Election District 8	\$0.050	\$0.125
	Election District 9	\$0.056	\$0.14; and



SUBJECT: FINANCE - ORDINANCE FOR LEVYING RATES FOR ST. MARY'S COUNTY REVENUE TAXES, EMERGENCY SERVICES TAX RATES, PROPERTY TAX RATE, SERVICE CHARGE, ENERGY AND FUEL TAX RATES, AND SPECIAL DISTRICT TAX RATES FOR FISCAL YEAR 2020

LIBER 0027 FOLIO 068

The Rescue Squad component of the Emergency Services Tax is hereby assessed on every \$100.00 of assessed valuation of all real and personal property, effective July 1, 2019, as follows:

Rescue Squad Tax Rates:		<u>Real</u>	<u>Personal/Other</u>
	Election District 1	\$0.011	\$0.0275
	Election District 2	\$0.017	\$0.0425
	Election District 3	\$0.009	\$0.0225
	Election District 5	\$0.020	\$0.0500
	Election District 6	\$0.014	\$0.0350
	Election District 7	\$0.011	\$0.0275
	Election District 8	\$0.023	\$0.0575
	Election District 9	\$0.017	\$0.0425; and

The Support Services Organizations component of the Emergency Services Tax is hereby assessed at two and fourth-tenths cents (\$0.024) on every \$100.00 of assessed valuation of all real property and at four cents (\$0.04) on every \$100.00 of assessed valuation of all personal property, effective July 1, 2019.

**Section 2. Levy of Property Tax and Service Charge for the Semi-Annual Payment of Property Taxes**

The property tax rate for St. Mary's County for Fiscal Year 2020, is established at eight thousand four hundred seventy-eight ten thousandths dollars (\$.8478) per one hundred dollars, (\$100.00), of assessed valuation, for real property and two and one thousand one hundred ninety five thousandths dollars (\$2.1195) per one hundred dollars (\$100.00) of assessed valuation for other property; and

**Section 3. Service Charge for the Semi-Annual Payment of Property Taxes**

The service charge applicable to the optional semiannual payment schedule for State, County and special taxing district property taxes due on owner-occupied residential property pursuant to Section 10-204.3 of the *Tax-Property Article* of the *Annotated Code of Maryland* is

LIBER 0027 FOLIO 069

SUBJECT: FINANCE - ORDINANCE FOR LEVYING RATES FOR ST. MARY'S COUNTY REVENUE TAXES, EMERGENCY SERVICES TAX RATES, PROPERTY TAX RATE, SERVICE CHARGE, ENERGY AND FUEL TAX RATES, AND SPECIAL DISTRICT TAX RATES FOR FISCAL YEAR 2020

established at forty-seven hundredths percent (.47%) of the amount of tax due at the second installment.

**Section 4. Levy of County Income Tax Rate**

The Income Tax Rate is three and seventeen hundredths percent, (3.17%), of an individual's Maryland taxable income, effective January 1, 2020.

**Section 5. Levy of Energy and Fuel Tax Rate**

The energy and fuel tax rates are enacted for St. Mary's County for Fiscal Year 2020 as follows:

Electricity	1.25% of the billed unit charge.
Fuel Oil	1.25% of the billed unit charge.
Liquefied Petroleum Gas	1.25% of the billed unit charge.

**Section 6. Levy of Special District Tax Rate**

The following Special District tax rates are established for the following districts for Fiscal Year 2020:

Southampton Lighting	\$19.76 per lot.
Mulberry South	\$283.76 per owner
Golf Course Drive	\$217.99 per property
Holly Point Shore Erosion	\$11,502.65 per year
Kingston Creek Waterway	\$34.14 per parcel
Villas on Waters Edge Shore Eros.	\$243.24 per property
Kingston Creek Waterway #2	\$674.75 per property

LIBER 0027 FOLIO 070

SUBJECT: FINANCE - ORDINANCE FOR LEVYING RATES FOR ST. MARY'S COUNTY REVENUE TAXES, EMERGENCY SERVICES TAX RATES, PROPERTY TAX RATE, SERVICE CHARGE, ENERGY AND FUEL TAX RATES, AND SPECIAL DISTRICT TAX RATES FOR FISCAL YEAR 2020

Section 7. Development Impact Fee

Development Impact fee for Fiscal Year 2020 is set at \$9,092 full fee to be phased in over five years. Second year of phase-in by dwelling is: 0 to 1,199 sq. ft. \$6,372; 1,200 to 2,399 sq. ft. \$6,756; and \$2,400+ square feet \$7,140.

Those voting aye: 3

Those voting nay: 2

Those abstaining or absent: 0

Adoption Date: May 21, 2019

Effective Date of Ordinance:	July 1, 2019
Effective Date of Emergency Service Tax Rates:	July 1, 2019
Effective Date of Property Tax & Service Charge:	July 1, 2019
Effective Date of Income Tax Rate:	January 1, 2020
Effective Date of Energy and Fuel Tax Rate:	July 1, 2019
Effective Date of Special District Tax Rate:	July 1, 2019
Effective Date of Impact Fee	July 1, 2019

ATTEST:

Rebecca B. Bridgett  
Dr. Rebecca B. Bridgett  
County Administrator

COMMISSIONERS OF ST. MARY'S COUNTY

James R. Guy  
James R. Guy, President

Eric Colvin  
Eric Colvin, Commissioner

Approved as to form and legal sufficiency:

David W. Weiskopf  
David W. Weiskopf  
County Attorney

Michael L. Hewitt  
Michael L. Hewitt, Commissioner

Todd B. Morgan  
Todd B. Morgan, Commissioner

John E. O'Connor  
John E. O'Connor, Commissioner

LIBER 0027 FOLIO 072

**APPROPRIATION ORDINANCE**

**WHEREAS**, Sections 27-1 through 27-11 of the *Code of St. Mary's County, Maryland*, authorizes and empowers the Commissioners of St. Mary's County to adopt the Annual Budget and Appropriation Act by June 1 of each year; and

**WHEREAS**, in accordance with Section 27-5 of the *Code of St. Mary's County, Maryland*, the Recommended Budget was filed in the office of the Commissioners of St. Mary's County on March 26, 2019, a public hearing was held on April 23, pursuant to a separate notice of each public hearing published in *The Enterprise*, a newspaper of general circulation in St. Mary's County, on April 5, 2019, and April 12, 2019.

**NOW, THEREFORE, BE IT ORDAINED** by the Commissioners of St. Mary's County, that the operating budget for fiscal year 2020 (FY2020) is hereby adopted as set forth in the St. Mary's County Approved Budget for Fiscal Year 2020, a copy of which is incorporated herein by reference. In accordance with Section 27-8 of the *Code of St. Mary's County, Maryland*, transfer of appropriations between general classification of expenditures as outlined in this Ordinance may be authorized by the Commissioners of St. Mary's County; and

**NOW, THEREFORE, BE IT FURTHER ORDAINED**, by the Commissioners of St. Mary's County, that the following appropriations and capital improvement program are enacted for St. Mary's County for the fiscal year beginning July 1, 2019 (FY2020) as follows:

**SECTION 1. OPERATING APPROPRIATIONS**

County Departments

County Commissioners/County Administrator	\$ 1,272,950
Aging & Human Services	4,851,462
County Attorney	1,032,253
Department of Economic Development	1,794,079
Department of Finance	1,877,826
Department of Information Technology	3,797,097
Department of Human Resources	1,739,607
Department of Land Use and Growth Management	2,864,939
Department of Public Works & Transportation	19,571,064
Department of Recreation and Parks	4,408,260
Department of Emergency Services	<u>7,387,968</u>
 Total County Departments	 <u>\$50,597,505</u>

LIDER 0027 FOLIO 073

## Elected Officials

Circuit Court	\$ 1,900,920
Orphan's Court	59,379
Office of the Sheriff	43,844,213
Office of the State's Attorney	4,223,700
County Treasurer	<u>497,393</u>
Total Elected Officials	<u>\$50,525,605</u>

## State Agencies and Independent Boards

Department of Health	\$2,488,633
Department of Social Services	461,633
Alcohol Beverages Board	355,343
Board of Elections	1,171,320
University of Maryland Extension Service	264,061
Ethics Commission	833
Forest Conservation Board	2,500
Soil Conservation District	77,063
Resource Conservation & Development	13,300
Tri-County Community Action Committee	16,000
Tri-County Council	94,200
Tri-County Youth Services Bureau	143,600
SDAT – Leonardtown Office	439,394
Southern Maryland Higher Education Center	40,000
Board of Education	106,242,921
College of Southern Maryland	4,767,300
Board of Library Trustees	<u>2,964,146</u>
Total State Agencies and Independent Boards	<u>\$119,542,247</u>

## Other Government Budget Costs

Leonardtown Tax Rebate	43,487
Employer Contributions	3,335,000
Bank Fees	35,000
Debt Service	<u>13,645,203</u>
Total Other Government Budget Costs	<u>\$17,058,690</u>

## Transfers &amp; Reserves

Reserve – CIP Pay-Go	\$12,989,427
Appropriation Reserve	1,500,000
Reserve - Bond Rating	400,000
Reserve – Emergency	<u>500,000</u>
Total Transfers & Reserves	<u>\$15,389,427</u>

TOTAL GENERAL FUND

\$253,113,474

LIVER 0027 FOLIO 074

## Enterprise and Special Revenue Funds

Recreation and Parks Activities Fund	\$4,008,046
Wicomico Shores Golf Fund	1,528,269
Solid Waste & Recycling	5,258,705
Miscellaneous Revolving Fund	786,658
Special Assessment Fund	48,694
Emergency Services Support Fund	<u>3,946,707</u>

TOTAL ENTERPRISE & SPECIAL REVENUE FUNDS \$15,577,079

**SECTION 2. CAPITAL IMPROVEMENTS FUND APPROPRIATIONS**

## Public Facilities

Adult Detention Center Upgrades, Housing & Medical Units	\$11,854,000
Airport Improvements	4,410,000
Airport Wetlands	55,000
Building Maintenance & Repairs – Critical	455,000
Building Maintenance & Repairs - Programmatic	590,000
Emergency Communications Center Exp	170,000
Facilities Master Plan Update	100,000
Fire and Rescue Revolving Loan Fund	800,000
Health Department Renovations	190,950
North County Farmers Market	1,851,650
Parking & Site Improvements	200,000
Public Administration Enterprise Software Upgrade	250,000
Public Safety Computer Aided Dispatch & Replacement/Enhancement	2,500,000
Radio System Upgrades	2,168,000
Regional Meat Processing Facility	800,000
Salt Storage Facility Replacement	95,000
Sheriff's District 4 Office	100,000
St. Mary's County Animal Shelter New Bldg.	5,308,420
Vehicle Maintenance Facility Addition	<u>85,000</u>

Total Public Facilities \$31,983,020

LIBER 0027 POLHO 075

Highways	Asphalt Overlay	\$4,530,000
	Buck Hewitt Road – Phase 4	108,540
	Culvert Replacement & Repair	775,000
	FDR Boulevard Extended (MD 4 to Pegg Rd)	450,000
	Modified Seal Surface Treatment	844,000
	Mt. Wolfe Roundabout	523,106
	Neighborhood Drainage Improvements & Rehabilitation	590,000
	Patuxent Park Neighborhood Preservation	6,000,000
	NPDES Permit – Municipal Separate Storm Sewer System (MS4)	1,830,501
	Retrofit Sidewalk Program	285,000
	Roadway Base Widening	25,000
	Roadway Safety Improvements	165,000
	South Shangri-La Drive Sidewalk Retrofit	100,000
	South Hampton Neighborhood Revitalization	725,220
	Street Lighting & Streetscape Improvements	105,000
	Transportation Plan Update	<u>40,000</u>
		Total Highways
Marine	South Sandgates Revetment	\$509,790
	St. Jerome's Creek Jetties	167,650
	St. Patrick Creek Maintenance Dredge	<u>600,000</u>
	Total Marine	<u>\$1,277,440</u>
Land Conservation	Agricultural Land Preservation Programs	\$3,333,333
	Rural Legacy Program	<u>5,614,140</u>
	Total Land Conservation	<u>\$8,947,473</u>
Recreation and Parks	Elms Beach Park Improvements	\$200,000
	Great Mills Property Master Plan	100,000
	Lexington Manor Passive Park	350,000
	Multi-Purpose Synthetic Turf Fields	3,420,000
	Myrtle Point Park	275,000
	Park Land and Facility Acquisition	246,431
	Recreation Facility & Park Improvements	1,762,000
	Recreation Community Center	75,000
	Shannon Farm Property	150,000

LIBER 0027 FOLIO 076

	Snow Hill Park	150,000
	Sports Complex	370,000
	St. Clements Island Museum Renovations	940,500
	Three Notch Trail – Phase Seven	<u>700,000</u>
	Total Recreation and Parks	<u>\$8,738,931</u>
Solid Waste	Clements Convenience Center Improvements	<u>\$80,000</u>
	Total Solid Waste	<u>\$80,000</u>
Public Schools	Aging School Program	\$60,000
	Building Infrastructure – Critical	650,000
	Building Infrastructure – Programmatic	843,000
	Dynard ES Roof/HVAC Replacement & Emergency Power	386,000
	Great Mills HS Partial Roof Replacement	2,441,562
	Green Holly ES – Partial Roof Replacement	1,000,000
	Green Holly ES – Switch Gear & HVAC	2,606,000
	Hollywood ES Roof/HVAC Replacement & Emergency Power	1,537,000
	Mechanicsville Elementary School	47,000
	Park Hall ES Roof/HVAC Replace & Sewer	1,725,000
	Park Hall ES State Relocatables	301,000
	Relocatables for Various Sites	385,000
	Safety & Security Projects	<u>1,596,000</u>
	Total Public Schools	<u>\$13,577,562</u>
TOTAL CAPITAL IMPROVEMENTS FUND		<u>\$81,700,793</u>



LIBER 0027 POLID 077

**AND BE IT FURTHER ORDAINED**, by the Commissioners of St. Mary's County, that, in accordance with Section 27-3 of the *Code of St. Mary's County, Maryland*, the Capital Program for the fiscal years ending June 30, 2021; June 30, 2022; June 30, 2023; June 30, 2024 and June 30, 2025; is hereby adopted as set forth in the St. Mary's County Approved Budget for Fiscal Year 2020, a copy of which is incorporated herein by reference, by the Commissioners of St. Mary's County.

Those voting Aye: 3

Those voting Nay: 2

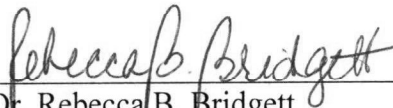
Those Abstaining: 0


Adoption Date: . . . . . May 21, 2019


Effective Date: . . . . . July 1, 2019

**ATTEST:**

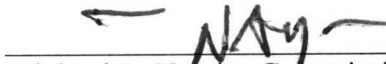
**COMMISSIONERS OF ST. MARY'S COUNTY**

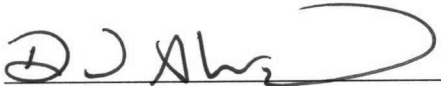
  
\_\_\_\_\_  
Dr. Rebecca B. Bridgett  
County Administrator

  
\_\_\_\_\_  
James R. Guy, President

  
\_\_\_\_\_  
Eric Colvin, Commissioner

Approved as to form and legal sufficiency:

  
\_\_\_\_\_  
Michael L. Hewitt, Commissioner

  
\_\_\_\_\_  
David W. Weiskopf  
County Attorney

  
\_\_\_\_\_  
Todd B. Morgan, Commissioner

  
\_\_\_\_\_  
John E. O'Connor, Commissioner

Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Provide for and Set the Schedule of Fees

LIBER0027 FILE057

**ORDINANCE**

**TO AMEND CHAPTER 223 OF THE CODE OF ST. MARY'S COUNTY, MARYLAND, TO PROVIDE FOR AND SET THE SCHEDULE OF FEES**

**WHEREAS**, pursuant to the *Land Use Article* of the *Annotated Code of Maryland*, the Commissioners of St. Mary's County are authorized to adopt a Comprehensive Zoning Ordinance; and

**WHEREAS**, St. Mary's County Comprehensive Zoning Ordinance §22.8 of Chapter 285 of the Code of St. Mary's County, Maryland states that the Commissioners of St. Mary's County may establish a schedule of fees, charges, expenses and fines and a collection and refund procedure for zoning certificates, appeals, violations, and other matters pertaining to the Comprehensive Zoning Ordinance; and

**WHEREAS**, a notice of a public hearing was advertised on April 5, 2019 and April 12, 2019 in *The Enterprise*, a newspaper of general circulation in St. Mary's County, and a public hearing was held on April 23, 2019, to receive public comment and consider the setting of the Schedule of Fees; and

**WHEREAS**, the Commissioners of St. Mary's County find that it is in the best interest of the health, safety and welfare of the citizens of St. Mary's County to set the Schedule of Fees,

**NOW, THEREFORE, BE IT ORDAINED** by the Commissioners of St. Mary's County, pursuant to §22.8 of Chapter 285 of the Code of St. Mary's County, Maryland that:

**SECTION I.** Article III of Chapter 223 of the *Code of St. Mary's County, Maryland*, be repealed and re-enacted to read as follows:

**SCHEDULE OF FEES FOR ST. MARY'S COUNTY**

**FEES**

- 1. LAND USE AND GROWTH MANAGEMENT (LUGM) AND PUBLIC WORKS AND TRANSPORTATION (DPWT) REVIEW, APPLICATION AND INSPECTION FEES.

A. <b>Minor Subdivision:</b> 1-7 Lots	
LUGM TEC & Review Fees	\$ 600 + \$ 60 per lot
DPWT TEC & Review Fees	\$ 150 + \$ 40 per lot
Total	\$ 750 + \$ 100 per lot

LUGM 0027 FOLD 058

**Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Provide for and Set the Schedule of Fees**

Additional DPWT inspection fees of \$60 per reinspection are charged for all re-inspections. Resubmitted plans that do not address all DPWT comments are subject to an additional charge of 50% of the DPWT review fee.

**B. Major Subdivision:** More than 7 lots

LUGM TEC & Review Fees	\$ 1500 + \$ 70 per lot
DPWT TEC & Review Fees	<u>\$ 400 + \$ 30 per lot</u>
Total	\$ 1900 + \$ 100 per lot

Additional DPWT inspection fees of \$60 per reinspection are charged for all re-inspections. Resubmitted plans that do not address all DPWT comments are subject to an additional charge of 50% of the DPWT review fee. Where submitted plans require outside review due to technical matters beyond the expertise of the staff, the applicant will be charged the consultant's fee plus 5% processing charge.

**C. Major Site Plan:**

LUGM TEC & Review Fee	\$ 1100 per acre of disturbed area
DPWT TEC & Review Fee	<u>\$ 400 per acre of disturbed area</u>
Total	\$ 1500 per acre of disturbed area

**D. Minor Site Plan:**

LUGM Review Fee – Over 500 Square Feet of Development; or	\$ 250
LUGM Review Fee – Under 500 Square Feet of Development	\$ 125
DPWT Review Fee	\$ 125

**E. Boundary Line Adjustment Plat**

LUGM Application & Review Fee	\$ 80
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**F. Confirmatory Plat:**

LUGM Application & Review Fee	\$ 80
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**G. Plat Exempt:**

LUGM Application & Review Fee	\$ 80
FCP/FSD/TDR/Deed/Non-POR	

**H. Review of Resubmission:**

LUGM Re-Submission Review	\$ 25 each after the first
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**I. Review of Recording Documents/  
Plat Package Review:**

LUGM Review Fee	\$ 60 + recording costs
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LIBER 0027 FILED 059

Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Provide for and Set the Schedule of Fees

DPWT 1-10 Lots; or	\$ 30 (if determined applicable)
DPWT more than 10 Lots	\$ 60 (if determined applicable)

**J. Concept Site Plan:**

LUGM Application Fee	\$ 20
LUGM TEC & Review Fee	\$ 760
DPWT TEC & Review Fee	\$ 160
Total	\$ 940

**K. PUD Application:**

LUGM	\$ 10,000
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PUD fee collected will be credited against future charges (TEC & Review Fees) incurred for project which are initiated as part of the PUD. The purpose is to encourage quality development.

**L. Zoning Map or Text Amendment (including Growth Allocation)**

LUGM TEC & Review Fee	\$ 3,000
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The Planning Director may waive the Map Amendment fee for "H" Overlay Districts.

**M. Inspection Fees:**

LUGM Over Lot Grading	\$ 160 per visit
LUGM SWM Engineered Plan	\$ 160 per plan
DPWT Public Works Agreement	3% of construction cost
DPWT Grading Permit	\$ 310 per disturbed acre
DPWT Offsite Entrance Improvement	3% of construction cost

**N. Board of Appeals Action**

Conditional Use	\$ 750
Expansion of Non-Conforming Use	\$ 670
Variance of Zoning Ordinance	\$ 500

**O. Administrative Variance**

LUGM Fee	\$ 500
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**P. Consultant Review Fee for projects other than major subdivisions where**

Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Provide for and Set the Schedule of Fees

LIBR00027 FILE0060

submitted plans require outside review

LUGM Fee \*Consultant fee + 5%  
\*Contact LUGM for  
Consultant fee cost

Q. Zoning Permit

LUGM Application Fee \$ 20  
LUGM Environmental Review \$ 30  
LUGM SWM Eng. Plan Review \$ 30  
LUGM Re-Submission Review \$ 25 each after the first

R. BOCC Railroad Right-of-Way

DPWT Railroad ROW Review Fee \$ 500 each per easement

S. Bond Reduction & Re-Inspection Fee

DPWT Grading Permit or Public Works \$ 250 each  
Agreement Bond Reduction & Re-Inspection  
Fee  
DPWT Permit Extension Applicable to all  
permits which have received more than 3 extensions. \$60.00 per renewal

T. Traffic Impact Study Review

DPWT Traffic Impact Study Review Fee \$ 200 per study

U. DPWT Application Fees

Public Works Agreement \$ 100  
Grading Permit \$ 50  
Construction Right-of-Way Permit \$ 25  
Utility Permit \$ 25

V. Critical Area and Forest Conservation

Fees, Bonds and Fines for Violations

Fee in lieu of required plantings in Critical Area \$ 1.50 per square foot  
Bond amount for Critical Area compliance \$ 1.50 per square foot of required planting  
Fine for unauthorized clearing in Critical Area \$ 1.80 per square foot of area cleared  
Fee in lieu of planting in Forest Conservation \$ .30 per square foot of area in PFA  
Fee in lieu of planting in Forest Conservation \$ .36 per square foot of area outside PFA  
Bond amount for Forest Conserv. compliance Cost of afforestation and/or reforestation  
Fine for violation of Forest Conservation \$ 1,000 per day

LINER0027 000061

Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Provide for and Set the Schedule of Fees

W. Certificate of Use & Occupancy Permits

Single Family Dwelling, Townhouse, Duplex	\$ 20 per dwelling unit
Multi-family Dwellings (Apartments, Condos)	\$ 20 + \$ 5 per dwelling unit
Mobile Home/RV Park Pads, Lots, Spaces	\$ 20 per each 10 or less pads, lots, spaces
Hotels, Motels, Inns, Bed & Breakfasts	\$ 20 + \$ 5 per guest room
Commercial, Industrial, Non-Residential	\$ 20 per structure or building
Home Based Business (Home Occupation)	\$ 20
Non-Profit/Religious Organizations	No Fee

X. Coin Operated Amusement Machines

Annual fee for coin operated pool tables	\$ 100 each, due July 1 <sup>st</sup> of each year
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Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Provide for and Set the Schedule of Fees

LIBER 0027 FOLIO 062

SECTION II. This Ordinance shall be effective July 1, 2019.

Those voting Aye: 3

Those voting Nay: 2

Those Abstaining: 0

Date of Adoption: 5/21/19

ATTEST:

COMMISSIONERS OF ST. MARY'S COUNTY

Rebecca B. Bridgett  
Rebecca B. Bridgett  
County Administrator

James R. Guy  
James R. Guy, Commissioner President

Eric Colvin  
Eric Colvin, Commissioner

Approved as to form and legal sufficiency:

David A. Weiskopf  
David A. Weiskopf  
County Attorney

- NAY -  
Michael L. Hewitt, Commissioner

Todd B. Morgan  
Todd B. Morgan, Commissioner

- NAY -  
John E. O'Connor, Commissioner

# CODE OF ST. MARY'S COUNTY

## CHAPTER 27 - BUDGETARY AND FISCAL PROCEDURES

**27-1 Fiscal and tax year.**

The fiscal or budget year and the tax year of the county shall begin on July 1, and shall end on June 30 of the succeeding year, unless otherwise prescribed by State Law.

**27-2 Definitions.**

In this chapter the following words have the meaning indicated:

**CAPITAL BUDGET** - The plan of the county to receive and expend funds for capital projects during the first fiscal year included in the capital program.

**CAPITAL PROGRAM** - The plan of the county to receive and expend funds for capital projects during the fiscal year covered by the capital budget and the next succeeding five (5) fiscal years thereafter.

**CAPITAL PROJECT:**

- (A) Any physical public betterment or improvement and any preliminary studies and surveys relative thereto;
- (B) The acquisition of property of a permanent nature for public use; and
- (C) The purchase of equipment for any public betterment or improvement when first constructed.

**COUNTY GOVERNMENT** - Includes all offices, courts, departments, institutions, corporations, boards, commissions, agencies and their officers, agents and employees who receive or disburse county funds.

**CURRENT EXPENSE BUDGET** - The plan of the county to receive and expend the funds for charges incurred for operation, maintenance, interest and other charges for the ensuing fiscal year.

**27-3 Submission of lists of proposed projects by county agencies.**

- (A) The county budget shall consist of the current expense budget, the capital budget and capital program and the budget message. It shall represent a complete financial plan for the county reflecting all receipts and disbursements from all sources, including all revenues, all expenditures and the surplus or deficit in the general and all special funds of the county government.
- (B) Annual work programs.
  - (1) When the Board of County Commissioners directs, each office, court, department, institution, board, commission, corporation or other agency of the county government shall submit to the Chief Financial Officer annual work programs setting forth the nature, volume, cost and other factors concerning the work to be performed and the estimates of the revenues and expenditures of their operations for the ensuing fiscal year. Estimated revenues shall be detailed as to source and estimated expenditures as to function, activity or otherwise, as directed by the Chief Financial Officer.
  - (2) The proposed current expense budget shall contain not less than the following information:
    - (a) A statement of all revenue estimated to be received by the county during the ensuing fiscal year, classified so as to show the receipts by funds and source of income;
    - (b) A statement of debt service requirement for the ensuing fiscal year;
    - (c) A statement of the estimated cash surplus, if any, available for expenditure during the ensuing fiscal year;
    - (d) A statement of the bonded and other indebtedness of the county government and its agencies, including self-liquidating and special taxing district debts;



# CODE OF ST. MARY'S COUNTY

## CHAPTER 27 - BUDGETARY AND FISCAL PROCEDURES

- (e) A detailed statement of the estimated receipts and budget outlays of the current ending fiscal year, listing such budgetary items by function, activity and sub activity, and a detailed statement of the recommended and approved expenditures for the ensuing fiscal year, listing such expenditures by function, activity, and sub activity; and
- (f) Any other material which the County Commissioners may deem advisable.

(C) List of Capital Projects.

- (1) At whatever times the Board of County Commissioners may direct, each office, court, department, institution, board, commission, corporation, or other agency of the county government shall submit to the Chief Financial Officer for transmission to the Planning Commission an itemized list of the capital projects which each agency proposes to undertake in the ensuing fiscal year and the next succeeding five (5) fiscal years thereafter. After consideration by the Planning Commission, the Director of Planning and Zoning function shall transmit to the Chief Financial Officer the list of projects recommended by the Commission together with his recommendations on the projects to be undertaken in the periods aforesaid and estimates of the cost thereof. The County Commissioners, with the assistance of the Chief Financial Officer, shall consider such recommendations with the other budget proposals and shall recommend to the general public, together with the current expense budget, a complete capital budget and capital program.
- (2) The proposed capital budget and capital program shall be so arranged as to set forth clearly the plan of proposed capital projects to be undertaken in the ensuing fiscal year and in each of the next five (5) fiscal years and also the proposed means of financing them. The capital budget shall include a statement of the receipts anticipated during the ensuing fiscal year from all borrowing and from other sources for capital projects.

- (D) The budget message shall contain supporting summary tables and shall explain the proposed current expense budget and capital program, both in fiscal terms and in terms of work to be done. It shall outline the proposed financial policies of the county for the ensuing fiscal year and describe the important features of the current expense budget. It shall indicate any major changes in financial policies and in expenditures, appropriations and revenues, as compared with the fiscal year currently ending, and shall set forth the reasons for such changes. The message shall also include such other material as the County Commissioners may deem desirable.

**27-4 Deadline for preparation and signing; inspection by public.**

Before April 1 in each year, the County budget shall have been prepared and signed by a majority of the Board of County Commissioners. At least three (3) complete copies shall be open to inspection by the public during regular business hours at the office of the Board of County Commissioners. One (1) copy shall be supplied to each newspaper of general circulation in the county and to each county library.

**27-5 Notice of hearings; hearing dates.**

Upon approval of the proposed county budget, the Budget Officer of the county shall cause to be published in at least one (1) or more newspapers of general circulation published in the county, a notice of the places and times of the public hearings on the proposed budget. The hearings shall be held not less than twenty (20) nor more than forty (40) days after the date of the filing of the proposed budget.

# CODE OF ST. MARY'S COUNTY

## CHAPTER 27 - BUDGETARY AND FISCAL PROCEDURES

### **27-6 Revisions after public hearing; adoption of budget.**

After the public hearings specified in the preceding section, the Board of County Commissioners may revise the proposed budget and any part of it by increasing, decreasing, eliminating, or adding items. Items may not be consolidated in such a manner as to reduce the detailed statements of the appropriations. The Board of County Commissioners shall further be authorized to revise the schedule of anticipated receipts and estimated rates for general and special taxes. The annual budget and appropriation act shall be adopted by June 1, or if June 1 is a legal holiday, the first day thereafter. The adoption of the budget shall be by the affirmative vote of not less than three (3) members of the Board of County Commissioners.

### **27-7 Distribution of copies of budget; levy of taxes.**

- (A) The budget, as adopted, shall be reproduced in sufficient copies for distribution, free of charge, to the press and the head of each office, department or agency of the county government. Copies of the budget shall likewise be given to any interested person on request. However, in order to discourage waste, the County Commissioners may prescribe a charge for each copy of the adopted budget, but that charge is not to exceed the actual cost of its reproduction.
- (B) The adopted budget shall take effect on the first day of the fiscal year to which it applies.
- (C) When the county budget shall have been finally adopted in the Annual Budget and Appropriation Act, the County Commissioners shall levy and cause to be raised the amount of taxes required by the budget in the manner provided by law so that the budget shall be balanced as to proposed income and expenditures.

### **27-8 Transfer of appropriations; unexpended and unencumbered appropriations.**

- (A) Transfers of appropriations between general classifications of expenditures in the current expense budget may be authorized by the County Commissioners.
- (B) Interproject transfers of appropriations between capital projects in the capital budget may be authorized by the County Commissioners.
- (C) These provisions may not be construed to prevent the County Commissioners from providing interfund cash borrowing to meet temporary cash requirements nor to prevent reimbursements among funds to services rendered.
- (D) Unless otherwise provided by public general law, all unexpended and unencumbered appropriations in the current expense budget remaining at the end of the fiscal year shall revert to the county treasury. An appropriation for a capital project in the capital budget does not revert until the purpose for which the appropriation was made has been accomplished or abandoned. However, any capital project shall stand abandoned if three (3) fiscal years elapse without any expenditure from or encumbrance of that appropriation. The balances remaining to the credit of the completed or abandoned capital projects shall be available for appropriation in subsequent capital budgets.

### **27-9 Additional or emergency appropriations.**

- (A) During any fiscal year, the County Commissioners, upon the recommendation of the Chief Financial Officer, by ordinance, may make additional, supplementary or emergency appropriations from contingent funds, from revenues received from anticipated sources but in excess of budget estimates therefor or from revenues received from sources not anticipated in the budget for the current fiscal year, provided that the Chief Financial Officer shall first certify, in writing, that such funds are available for such appropriation. A supplemental appropriation may not exceed the amount of the funds so certified.

# CODE OF ST. MARY'S COUNTY

## CHAPTER 27 - BUDGETARY AND FISCAL PROCEDURES

B) To the extent that there are not any available unappropriated revenues to meet such emergency appropriations, the County Commissioners, by ordinance, may authorize the issuance of emergency notes which may be renewed from time to time. However, such notes and renewals shall be paid not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made. The total of emergency appropriations in any fiscal year shall not exceed one percent (1%) of all appropriations, including those for debt service, made in the budget for such year.

**27-10 Expenditures in excess of amounts appropriated.**

An office, department, institution, board, commission or other agency of the county government during any fiscal year may not expend, or contract to expend, any money or incur any liability or enter into any contract, which by its terms involves the expenditure of money, for any purpose in excess of the amounts appropriated or allotted for the same general classification of expenditure in the budget for such fiscal year or in any supplemental appropriation as hereinabove provided. A payment may not be made nor any obligation or liability incurred, except for small purchases in an amount less than one hundred dollars (\$100), unless the chief financial officer first certifies that the funds for the designated purpose are available. Any contract, verbal or written, made in violation of this section is null and void.

**27-11 Percentage limitation for certain evidences of indebtedness; exceptions.**

- (A) Unless and until otherwise provided by ordinance of the County Commissioners within the limitations provided by public general law, the aggregate amount of bonds and other evidences of indebtedness outstanding at any one time may not exceed two and fifteen hundredths (2.15%) percent upon the assessable real property in the County other than the operating real property of a public utility and five (5) percent upon upon the assessable personal property and operating real property of a public utility. However, tax anticipation notes or other evidences of indebtedness having a maturity not in excess of twelve (12) months, bonds or other evidences of indebtedness issued or guaranteed by the county payable primarily or exclusively from taxes levied in or on or other revenues of special taxing areas or districts heretofore or hereafter established by law, and bonds or other evidences of indebtedness issued for self-liquidating and other projects payable primarily or exclusively from the proceeds of assessments or charges for special benefits or services, are not subject to or to be included as bonds or evidences of indebtedness in computing or applying the percent limitation above provided.
- (B) All bonds or other evidences of indebtedness issued under the authority of the Sanitary Commission Act shall be subject to the percent limitation set forth in subsection A of this section. Responsibility for repayment shall remain with the St. Mary's Metropolitan Commission.
- (C) All bonds or other evidences of indebtedness issued by the County Commissioners for the benefit of St. Mary's Hospital of St. Mary's County may not be included as bonds or other evidences of indebtedness in computing or applying the percent limitation provided in Subsection A of this section.

**ST. MARY'S COUNTY**  
**FY2020 FEES CHARGES**

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347	LUGM / Historical Preservation
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344	LUGM BOA Conditional Use
344	LUGM BOA Exp NonConform

All fees / charges are subject to change through-out the Fiscal Year.

**ST. MARY'S COUNTY**  
**FY2020 FEES CHARGES**

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344	LUGM Re-Review of Submissions
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All fees / charges are subject to change through-out the Fiscal Year.

**ST. MARY'S COUNTY**  
**FY2020 FEES CHARGES**

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All fees / charges are subject to change through-out the Fiscal Year.

# FY2020 FEES AND CHARGES

Current Fiscal Year  
July 1, 2019 - June 30, 2020

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## GENERAL FUND REVENUES:

### AGING & HUMAN SERVICES

#### Aging Division

Passenger (Senior Rides)	STS Transportation:		
	Seniors/Medicare Holders/Persons with Disabilities		
	One-Way	\$	0.50
	Transfer	\$	0.25
	All Day	\$	3.00
	Monthly	\$	20.00
	Personal Door-to-Door:		
	Less than 15 miles	\$	10.00
	More than 15 / less than 30 miles	\$	15.00
	More than 30 / less than 60 miles	\$	20.00
	Annapolis/Baltimore/Washington,DC area	\$	50.00

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## EMERGENCY SERVICES & TECHNOLOGY

#### Animal Control Division

Regulations and detailed descriptions of violations are located under St. Mary's County Ordinance No 2017-03 and The Code of St. Mary's County Maryland, Chapter 212

	Failure to License (Commercial)		Must appear in court and up to a \$1,000 fine
	Animal Care/Cruelty		
	Public Nuisance		
	Dangerous and/or Vicious		
Animal Fines	1st Offense	\$	50.00
	2nd Offense	\$	100.00
	3rd Offense	\$	250.00

#### Communications Division

911 Service Fee	Tax charge per subscriber on all switched local exchange services, wireless telephone services or other 911 accessible services		\$0.75 per month
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#### Emergency Services Support

Emergency Services Support	Emergency Services Support Tax	\$	0.024
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## LAND USE & GROWTH MANAGEMENT

#### Administrative Division

Advertising Fees		\$	50.00
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#### Comprehensive Planning Division

LUGM Environmental Permit Review		\$	30.00
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LUGM Impervious Surface \$1.20 per square foot

#### Development Services Division

Minor Subdivision	1 - 7 Lots > Technical Evaluation Committee (TEC) & Review fee per lot	\$	600.00
		\$	60.00
Major Subdivision	7+ Lots		<b>\$1,500 + \$70 per lot</b>
Major Site Plan	Per acre of disturbed area	\$	1,100.00
Minor Site Plan under 144	Review fee for under 500 square feet	\$	125.00
	Fee for over 500 square feet	\$	250.00

#### Development Services Division

Boundary Line Adjust Plat	Development review application fee	\$	80.00
	Recording package review fee		<b>\$60 plus recording costs</b>
Confirmatory Plats	Development review application fee	\$	80.00
	Recording package review fee		<b>\$60 plus recording costs</b>

All fees / charges are subject to change through-out the Fiscal Year.

FY2020 Changes in Bold

## FY2020 FEES AND CHARGES

Current Fiscal Year  
July 1, 2019 - June 30, 2020

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**GENERAL FUND REVENUES:**

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**LAND USE & GROWTH MANAGEMENT continued:**

Development Services Division continued:

Plat Exempt by Deed/Plat	Development review application fee	\$	80.00
	Recording package review fee		<b>\$60 plus recording costs</b>
Re-Review of Submissions	After first review		<b>\$25 each</b>
Review of Recording Doc/P	Development review application fee	\$	70.00
	Recording package review fee		<b>\$60 plus recording costs</b>
Concept Site Plan Review			<b>\$760 each + \$20 application fee</b>
<b>PUD Application</b>	<b>Will credit against future charges (i.e. Tec Review Charges)</b>	<b>\$</b>	<b>10,000.00</b>
LUGM Farmsteads Sub 15+	Technical Evaluation Committee fee		No cost
	& Review fee per lot		No cost

Board of Appeals

LUGM BOA Conditional Use	Per Appeal	\$	750.00
LUGM BOA Exp NonConform	Per Appeal	\$	670.00
LUGM BOA Variance of Zoning	Per Appeal	\$	500.00

Permits Services Division

Zoning Permit	Application Fee	\$	20.00
	Electrical Permit	\$	20.00
	Environmental Review Fee	\$	30.00
	SWM Engineering Plan Review Fee	\$	30.00
	Re-Submission Review Fee		<b>\$25 each after the first</b>
Building Permits	Regular Cost (Individual items, i.e. swimming pool, piers, pumps, etc. costs listed when inquiring)		\$0.16 cents per square footage

Inspections & Compliance Division

Occupancy Permits	Single Family Dwelling, Townhouse, Duplex		<b>\$20 per dwelling unit</b>
	Multi-family Dwelling (Apartments, Condos)		<b>\$20 + \$5 per dwelling unit</b>
	Mobile Home/ RV Park Pads, Lots & Spaces		<b>\$20 per each 10 or less pads, lots, spaces</b>
	Hotels, Motels, Inns, Bed & Breakfasts		<b>\$20 + \$5 per guest room</b>
	Commercial, Industrial, Non-Residential		<b>\$20 per structure or building</b>
	Home Based Business (Home Occupation)	\$	20.00
	Non-Profit/Religious Organizations		No Fee

**Coin Operated Amusement Machine**    **Annual fee for coin operated pool tables**    **\$100 each, due July 1st of each year**

LUGM Overlot Grading Insp	Per Inspection		\$160 per visit
Stormwater Management Inspections (Engineer Plans)			\$160 per plan
Critical Area Fines	Unauthorized clearing in Critical Area		<b>\$1.80 per sq. ft. of area cleared</b>
	Fine for violation of Forest Conservation		<b>\$1,000 per day</b>
Non-Critical Area Fines		\$	200.00
Zoning Violations		\$	200.00
Blight Properties Violations		\$	1,000.00

Board of Electrical Exam

Electrical Exam	Per License	\$	150.00
LUGM Homeowner Elec Exam	Each Exam	\$	25.00

Zoning Administration

LUGM Zoning/Text Amendment			\$3,000 each
LUGM Admin Variances	Application	\$	500.00

All fees / charges are subject to change through-out the Fiscal Year.

FY2020 Changes in Bold



# FY2020 FEES AND CHARGES

Current Fiscal Year  
July 1, 2019 - June 30, 2020

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**GENERAL FUND REVENUES:**

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**PUBLIC WORKS & TRANSPORTATION**

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Engineering Services Division

DPW & T GP Inspection Fee		\$310 per disturbed area
Bond Reduction&Reinspection		\$250 each
Permit Extension (Re-Application)		<b>\$60 after 3 extensions</b>
DPW's PWA Inspection Fees		3% of construction costs
DPWT Offsite Ent. Inspect		3% of construction costs
Permit Ext. Fee over 3		\$100 each
Application Construction		\$25 each
Application Fee		\$100 each
App Fee-Grading Permit		\$50 each
Construction Right-of-Way Permit		\$25 each
Permit Transfer Fee		\$100 each
Application Fee - PWA		\$100 each
Concept Site Plan Review		\$160 each
DPW&T Contract Review Fee (Engineeing)		<b>Contact LUGM and/or DPWT for Consultant fee cost -</b>
Major Subdivision 6+ lots		\$400 plus \$30 per lot
Minor Subdivision		\$150 plus \$40 per lot
Major Site Plan		\$400 per acre of disturbed area
Minor Site Plan		\$125 each
Review of Recording	1 up to 10 Lots	\$ 30.00
	More than 10 Lots	\$ 60.00
Re-inspections		\$60 each
	Requiring outside consultant	<b>Consultant fee plus 5% processing</b>
	Resubmitted plans that do not address all DPW&T comments (additional charges)	<b>50% of DWPT Review Fee \$500 each per easement</b>
BOCC Railroad Right-of-Way		

Construction & Inspection Division

Material Testing		Reimbursement of actual costs from contract
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Highways Division

Application Utility Permit		\$25 each
Traffic Impact Study Review		<b>\$200 per traffic impact study</b>

Non-Public School Bus Transportation Division

Passenger / Non Public School Bus	Out of County Student Transport Fee		
	Full-Time Student Rider: per year / student	\$	900.00
	Half-Time Student Rider: per year / student - those students who ride the school bus either in the AM only, PM only or will only ride the school bus for one semester	\$	450.00
Passenger / Non Public School Bus continued	Part-Time Student Rider: per year / student - those students who ride the bus a total of less than one semester, regardless of the number of days or weeks that ridership is requested	\$	225.00

All fees / charges are subject to change through-out the Fiscal Year.

# FY2020 FEES AND CHARGES

Current Fiscal Year  
July 1, 2019 - June 30, 2020

**GENERAL FUND REVENUES:**

**PUBLIC WORKS & TRANSPORTATION continued:**

Airport

Airport Charges	Transient Ramp Fee	
	All single piston & twin-engine aircraft	No Fee
	All small turbine aircraft < 12,500 lbs*	(1-8 hours) \$20 / (8-24 Hours) \$35
	All large turbine aircraft ≥ 12,500 lbs*	(1-8 hours) \$40 / (8-24 Hours) \$70
	Transient Ramp Fees Overnight	\$10
	Long term	The lesser of the sum of the overnight fees and the monthly tie-down fee
	*certified gross weight	

NOTE: Fee Waivers are available under the following conditions: -purchase of 100 gallons or more for turbine aircraft - temporary ramp occupancy of less than 1 hr - special events (single

Rents and Concessions / Airport	Lease/Rent Payments	vary between \$1 per year & \$809.43 per month
	Fuel is market driven	Co is paid \$950 per month or a fuel flow rate fee per gallon (\$0.08), which ever is greater

Vehicle Maintenance / Transportation

Passenger Fares	General Public	
	One-Way Trip	\$ 1.00
	Transfer Fee	\$ 0.50
	All Day Passes	\$ 3.00
	Monthly Passes	\$ 40.00
	Seniors/Medicare Holders/Disabled	
	One-Way	\$ 0.50
	Transfer	\$ 0.25
	All Day	\$ 3.00
	Monthly	\$ 20.00
	Discount & Reduced Tickets	
	Purchased in sheets of 10 tickets:	
	General Public - One Way Trip	\$ 0.85
	General Public - Transfer Fee	\$ 0.50
	Seniors / Persons with Disabilities/Students with I.D. / Children - all ages / Medicare Card Holder - One Way	\$ 0.50
	Seniors / Persons with Disabilities/Students with I.D. / Children - all ages / Medicare Card Holder - Transfer	\$ 0.25
	Special Programs and Fares	
	ADA Paratransit - One Way Trip (Per Stop)	\$ 2.00
	ADA Paratransit - Round Trip	\$ 4.00
	Additional per stop charge for above	\$ 2.00
	Certified Personal Care Attendant with ADA Paratransit	No Fee
	SSTAP Program (Transportation Service for areas in St. Mary's County that are not served by Public Transportation or ADA transportation for Seniors & Persons with Disabilities)	
	One Way Trip (Per Stop)	\$ 3.00
	Round Trip	\$ 6.00
	Additional per stop charge for above	\$ 3.00

All fees / charges are subject to change through-out the Fiscal Year.

# FY2020 FEES AND CHARGES

Current Fiscal Year  
July 1, 2019 - June 30, 2020

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## SOLID WASTE AND RECYCLING FUND REVENUES:

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Property Taxes - Environmental & Solid Waste Service Fee	Annual Environmental Surcharge	\$	92.82
Landfill Tipping Fee	Residential - per pickup	\$	10.00
	Excessive Loads		\$65 per ton
	Commercial		\$64 per ton
	Green Waste Excessive Loads		\$40 per ton
	Tires		No Fee for 5 tires but in excess of 5 tires \$158 per ton
	Appliances		No Fee

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## MISCELLANEOUS REVOLVING FUNDS REVENUES:

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PW&T / Fuel Operations	Only Authorized Departments & Agencies allowed		5% Surcharge
LUGM / Historical Preservation	Book Sales: I'm Goin' Down County: An Architectural Journey through St. Mary's County (A Maryland Historical Trust Press Publication)		\$25 each (book)

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## CAPITAL IMPROVEMENTS REVENUE:

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Agricultural/Develop Tax - Other			Recordation Tax Property is sold & title recorded @ 0.35
Transfer Tax			Property transfer value 1%
Mitigation - Roads	The project cost varies by the project & there are exceptions / fee-in-lieu amounts allowable		Mitigation Fee= Project cost x Percent intersection capacity used by development. Percent intersection capacity used by development= (Critical Lane Volume total - Critical Lane Volume background) / Critical Lane Volume background.
Critical Area Fee-in-Lieu	Fee in lieu of required plantings in Critical Area		<b>\$1.50 per sq. ft.</b>
	Bond for Critical Area compliance		<b>\$1.50 per sq. ft. of req planting</b>
Forest Cons. Fee-in-Lieu	Fee in lieu of planting in Forest Conservation		<b>\$.30 per sq. ft. of area in PFA</b>
	Fee in lieu of planting in Forest Conservation		<b>\$.36 per sq. ft. of area outside PFA</b>
	Bond amount for Forest Conservation compliance		<b>Cost of afforestation and/or reforestation</b>
Impact Fee - Full - \$9,092 - Year two phase in:			
Impact Fees - Schools	Per Residential Dwelling Size:		
	0 to 1,199 square ft.	\$	4,906
	1,200 to 2,399 square ft.	\$	5,202
	2400+ square ft.	\$	5,498

All fees / charges are subject to change through-out the Fiscal Year.

FY2020 Changes in Bold

# FY2020 FEES AND CHARGES

Current Fiscal Year  
July 1, 2019 - June 30, 2020

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## **CAPITAL IMPROVEMENTS REVENUE:**

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Impact Fees continue:

Impact Fees - Parks	Per Residential Dwelling Size:		
	0 to 1,199 square ft.	\$	191
	1,200 to 2,399 square ft.	\$	203
	2400+ square ft.	\$	214
Impact Fees - Roads	Per Residential Dwelling Size:		
	0 to 1,199 square ft.	\$	1,275
	1,200 to 2,399 square ft.	\$	1,351
	2400+ square ft.	\$	1,428

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## **RECREATION & PARKS - WICOMICO SHORES:**

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### Golf Course

Season Pass Fees

	Five (5) Day (Weekdays Only)		
	Individual	\$	850.00
	Family (2 passes)	\$	1,300.00
	Senior (60 and over)	\$	770.00
	Senior Family (2 passes)	\$	1,175.00
	Seven (7) Day Limited Pass (after 12 pm on weekends/holidays)		
	Individual	\$	1,075.00
	Family (2 passes)	\$	1,540.00
	Senior (60 or over)	\$	980.00
	Senior Family (2 passes)	\$	1,350.00
	Seven (7) Day Unlimited Pass (no restrictions)		
	Individual	\$	1,350.00
	Family (2 passes)	\$	1,900.00
	Senior (60 or over)	\$	1,225.00
	Senior Family (2 passes)	\$	1,725.00

Green Fees

	18 Hole		
	Individuals - Weekdays	\$	30.00
	Individuals - Weekends / Holidays	\$	38.00
	Seniors (60 and over) - Weekdays	\$	22.00
	Seniors - Weekends / Holidays	\$	35.00
	9 Hole		
	Individuals - Weekdays	\$	16.00
	Individuals - Weekends / Holidays	\$	20.00
	Seniors (60 and over) - Weekdays	\$	12.00
	Seniors - Weekends / Holidays	\$	18.00
	"Twilight" Play - Weekdays	\$	16.00
	"Twilight" Play - Weekends / Holidays	\$	21.00

Cart Fees

	2 Players - 18 Hole	\$	36.00
	2 Players - 9 Hole	\$	22.00
	1 Player - 18 Hole	\$	18.00
	1 Player - 9 Hole	\$	11.00

All fees / charges are subject to change through-out the Fiscal Year.

FY2020 Changes in Bold

# FY2020 FEES AND CHARGES

Current Fiscal Year  
July 1, 2019 - June 30, 2020

## RECREATION & PARKS - WICOMICO SHORES:

### Golf Course continued:

Miscellaneous Fees

Range Balls (bucket)	\$	4.00
Golf Handicap Fee	\$	30.00
Club Rental		
18 holes	\$	15.00
9 holes	\$	10.00
Trail Fee	\$	600.00
9 holes	\$	10.00
Golf Lessons / Instructions (see County website for more information)		
Tournaments (see County website for more information)		

### Riverview Restaurant

Bar and Grill Restaurant - see County website for more information  
Banquet Room (seating capacity 175 people) see County website for rental details for meetings and special events

### The Pro Shop

The Pro Shop has a variety of golf attire, accessories and gift ideas for the golf enthusiast.

## RECREATION & PARKS ENTERPRISE FUNDS:

### Child Care Programs

All Programs require 1-time registration fee of \$55

1	Green Holly	Costs same for 1 - 8	
		Before / After MONTHLY	
2	Hollywood Rec Center	One (1) Child	\$ 390.00
		Sibling	\$ 370.00
3	Leonardtown	Before / After MONTHLY including "Out of School Camp"	
		One (1) Child	\$ 425.00
4	Letti Dent	Sibling	\$ 385.00
		Before Only MONTHLY	
5	Oakville	One (1) Child	\$ 265.00
		Sibling	\$ 250.00
6	Duke	After Only MONTHLY	
		One (1) Child	\$ 275.00
7	Evergreen	Sibling	\$ 260.00
		Teens	
8	Banneker	Drop In - Daily	
		One (1) Teen	\$ 290.00
		Sibling	\$ 275.00

See St. Mary's County Recreation and Parks (Seasonal Guide published 4 times each year) located on the St. Mary's County Website under Recreation & Parks for Activities and Programs

### Therapeutic

New Horizons	New Horizons is a FIVE-week summer camp program for children with various disabilities, provided in partnership with St. Mary's County Public Schools	<b>\$800 per participant (3rd Party donations from DSS, SMCPs, ARC, Personal Donors, etc.)</b>
Camp Inspire	Camp Inspire is a four week, co-ed, day camp designed specifically for children and young adults diagnosed with Autism Spectrum Disorder (ASD) and is offered in partnership with St.	<b>\$640 per participant (3rd Party fees from DSS, SMCPs, ARC, Personal Donors, etc.)</b>
Paralympics / Special Olympics	Various Activities and Events	0-\$180 per participant / program

Additional Therapeutic Programs / Classes / Events on County website under Recreation & Parks

# FY2020 FEES AND CHARGES

Current Fiscal Year  
July 1, 2019 - June 30, 2020

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## RECREATION & PARKS ENTERPRISE FUNDS:

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### Gymnastics

St. Mary's County Gymnastics Center	Membership is required to register for classes & includes various discounts		
	St. Mary's Recreational Gymnastics programs offer classes over 5 sessions every year.		Class costs vary
	Gymnastics Center Rental for Parties (2 hours):		
	Small Room		
	Member - 12 children	\$	125.00
	Non-Member - 12 children	\$	150.00
	Large Room		
	Member - 18 children	\$	175.00
	Non-Member - 18 children	\$	200.00
	Additional children (each) up to 6 additional	\$	5.00
	Whole Gym		
	Member - 24 children	\$	225.00
	Non-Member - 24 children	\$	250.00
	Additional children (each)- up to 8 additional	\$	5.00

Classes & Programs can be located under Recreation & Parks on County website
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### Leisure / Special Programs

For Various Classes, Programs, Special Events and Trips - see Recreation & Parks under County website

**Discounts: 100% Disabled Veteran - no charge; 50% Disabled Veteran - 50% Fee Reduction; (does not include the Golf Course, Family Passes, Pavilion Rentals, Waterfront Park Entrance Fees, Facility/Party Rentals & Amusement Park Tickets)**

### Special Facilities

Elms Beach & Myrtle Point & Snow Hill Park	Admission - County per vehicle (or walk-in group of 4 to one singl	\$	7.00
	Admission - Non-County per vehicle	\$	15.00
	Season Pass (1) Park - County	\$	25.00
	Season Pass (1) Park - Non-County	\$	60.00
	Season Pass (2) Parks - County	\$	30.00
	Season Pass (2) Parks - Non-County	\$	70.00
	Season Pass (3) Parks - County	\$	55.00
	Season Pass (3) Parks - Non-County	\$	115.00
Nicolet Skate Park	Daily Entrance Fee		no cost
	Season Pass (County)		no cost
	Season Pass (Non-County)		no cost
Aquatic Center (Great Mills Pool)	Daily		
	Youth (17 & Under)	\$	5.00
	Adult	\$	6.00
	Senior (60 & Up)	\$	4.00
	Lap Swim	\$	4.00
	Non-Swimmer	\$	3.00
	Annual Pass		
	Household	\$	400.00
	Youth (17 & Under)	\$	200.00
	Adult	\$	300.00
	Senior (60 & Up)	\$	200.00
	24 Punch Pass		
	Youth (17 & Under)	\$	85.00
	Adult	\$	115.00
	Senior (60 & Up)	\$	85.00
	Lap Swim	\$	70.00

All fees / charges are subject to change through-out the Fiscal Year.

*FY2020 Changes in Bold*

# FY2020 FEES AND CHARGES

Current Fiscal Year  
July 1, 2019 - June 30, 2020

**RECREATION & PARKS ENTERPRISE FUNDS:**

**Special Facilities continued:**

Aquatic Center (GM Pool) continue	6 Month Pass (Summer)			
	Household (after 4 members +\$25)	\$		230.00
	Youth (17 & Under)	\$		130.00
	Adult	\$		180.00
	Senior (60 & Up)	\$		130.00
Aquatic Center (Great Mills Pool)				
	Lessons & Classes also available - see Recreation & Parks under County website.			
Nicolet Spray Park				
	For children 2 through 12; ADA accessible			
	Admission per person	\$		3.00
	Season Pass	\$		25.00
	Family Season Pass	\$		60.00
	Rental Reservations			
	1 hour for 50 people	\$		75.00
	2 hours for 50 people	\$		150.00

St. Mary's County offers numerous opportunities for recreational activities at a variety of Park locations throughout the County.  
See Recreation & Parks on the County website.

**Sports Programs** - see Recreation & Parks on the County website

## GLOSSARY

Accounting System	The total structure of records and procedures which are used to record, classify, and report information on the financial position and operations of a governmental unit.
Accrual Basis of Accounting	The method of accounting under which revenues are recorded when earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether or not cash disbursements are made at that time).
Appropriation	An authorization granted by a legislative body to incur obligations and make expenditures for specific purposes within a specific time frame.
Appropriation Ordinance	The official enactment by the Board of County Commissioners establishing the legal authority for officials to obligate and expend resources.
Appropriation Phase	Different distinct stages of a capital improvements project requiring commitment of funds, usually over multiple fiscal years (i.e., land acquisition, architect/engineering, construction, inspection, utilities, equipment).
Assessable Tax Base	The total valuation placed upon real and personal property, less certain exemptions, by the State Department of Assessments and Taxation for the purposes of levying property taxes. The Board of County Commissioners determines the tax rate to be applied against the tax base to generate tax revenues to support the annual budget.
Assessed Valuation	The valuation established for individual real estate or other property by the State for purposes of taxation.
Authorized Position	Employee positions authorized in the annual budget by the Board of County Commissioners. Position status will vary depending upon factors such as full or part-time status, merit system or contract position, etc.
Bond Rating	Evaluation of the credit quality of bonds usually made by independent rating services. Ratings generally measure the probability of the timely repayment of principal of and interest on municipal bonds. Before a bond issuance, rating agencies may require information on demographics, debt burden, economic base, finances and management structure. The information is evaluated and the bond issue is assigned a letter rating which reflects the creditworthiness of the bonds.
Bonds	A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date, together with periodic interest at a specified rate. Bonds are primarily used to finance capital projects.
Budget	A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.
Budget Calendar	The schedule of key dates which St. Mary's County follows in the preparation and adoption of the budget.
Budget Document	The document prepared by the Department of Finance to present the comprehensive financial program of the Board of County Commissioners. Included in the document are the Commissioner's budget message, the planned expenditures, estimated revenues, program and project descriptions, budget highlights, performance and workload indicators, various supporting schedules and other



## GLOSSARY

supplemental information. The County's long-term capital improvements program is also incorporated in the document.

Budget Message	A general discussion of the budget by the Board of County Commissioners which contains an overview of the approved budget, explains some of the principal budget issues and major items funded, and describes how the budget is financed.
Capital Budget	A plan of capital expenditures and the means of financing them usually based on the first year of the capital improvement program; represents the appropriation of bonds or operating revenue for improvements to facilities and other infrastructure.
Capital Improvements Program	A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, identifying the beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures. Annually the Board of County Commissioners adopts a capital budget and five-year capital program.
Capital Improvements Fund	A fund created to account for all capital project expenditures and revenues.
Capital Project	Major construction, acquisition or renovation activities which add value to a government's physical assets or significantly increases useful life.
Cost-of-Living Adjustment (COLA)	An increase in salaries to offset the impact of inflation on compensation.
Debt Limit	The maximum amount of gross or net debt which is legally permitted. The St. Mary's County Code requires that the aggregate amount of bonds outstanding at any one time may not exceed two percent of the assessable property tax base of the County.
Debt Service	The required principal and interest payments due on debt issued by the County for financing long-term capital improvements according to a predetermined payment schedule.
Deficit	The excess of liabilities over assets or the excess of expenditures over revenues during a single accounting period.
Department	A basic organizational unit of a government which is functionally unique in its delivery of services.
Energy Tax	A local tax imposed on the sale of electricity, natural gas, liquefied petroleum gas, and fuel oil used or to be used in the County.
Encumbrances	A commitment of funds against an appropriation which may be in the form of a purchase order or contract. The encumbrance reserves the appropriated funds for a future expenditure. The total of expenditures and encumbrances for a department in a given fiscal year may not exceed its total appropriation.
Enterprise Fund	A fund established to account for operations that are financed and operated in a manner similar to business enterprises and where operations are entirely or predominantly self-supporting by user charges. Examples in St. Mary's County are two Recreation and Parks funds – one for various county-wide recreation programs and the other for operations of the County's public golf course.

## GLOSSARY

Expenditures	The payment for goods delivered or services rendered and which decreases net financial resources.
Fire Tax	A separate ad valorem tax based upon property value which is used as a source of funding for the volunteer fire services in St. Mary's County. The tax is assessed per \$100 of assessed valuation and a separate tax rate is set for each election district.
Fiscal Year	A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. St. Mary's County's fiscal year begins on July 1 and ends on June 30 of the following year.
Fixed Assets	Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.
Fund	An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.
Fund Balance	The excess of the assets of a fund over its liabilities and reserves. A negative fund balance is sometimes called a deficit.
General Fund	The general operating fund that is used to account for all transactions of a governmental unit which are not accounted for in another fund. Generally, the governmental accounting fund that accounts for the ordinary operations of a governmental unit which are financed from taxes and other general revenues.
General Fund Transfer	In St. Mary's County this refers to the transfer of general fund current revenues from the operating budget to the capital budget to finance certain capital projects in lieu of borrowing funds. Utilizing current revenues instead of long-term financing is often referred to as "pay go".
General Obligation Bonds	Bonds that are secured by the full faith and credit of the issuing body and generally are considered to be payable from taxes and other general revenues.
Grade/Step	Refers to the placement on the St. Mary's County salary schedule and depends on the position classification and the individual employee status and longevity.
Grant	A contribution of assets by one governmental unit or entity to another unit. Typically, these contributions are made to local governments from the state and federal governments and are usually made to aid in the support of a specified function, but may also be for general purposes.
Homestead Tax Credit	A State property tax credit program that limits the increase in residential taxable assessments each year to a fixed percentage. Each county is required to limit taxable assessment increases to 10% or less.
Impact Fees	One-time charges assessed against new development that attempt to recover from the developer the capital cost of the additional public facilities needed to serve that development.

## GLOSSARY

Income Tax	Until tax year 1999, the local rate was expressed as a percentage of the State personal income tax liability. Effective with tax year 1999, the ratio is expressed as a percentage of taxable income.
Investment	Securities purchased and held for the production of income in the form of interest and dividends. An investment instrument is the specific type of security which a government purchases and holds.
Modified Accrual	The basis of accounting under which expenditures are recorded when the related fund liability is incurred and revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). In St. Mary's County, the modified accrual basis of accounting is used by all governmental fund types which include the general fund.
Non-County Agencies	Those public entities, non-profit private entities, and private entity agents of County government which may receive some funding from the County government in support of their efforts but where no legal funding requirement exists.
Object of Expenditure	Expenditure classifications based upon the types of categories of goods and services purchased. In St. Mary's County government, this includes personal services, operating supplies, professional services, communications, transportation, utilities, repairs and maintenance, operating expenses, rentals, insurance, miscellaneous, and equipment and furniture. These objects of expenditures are delineated in more detail in the accounting system according to account elements.
Operating Budget	The annual budget which supports the day-to-day operations of the County government. Most of the expenditures occur in the general fund, but there are also some operational costs funded through enterprise and special revenue funds.
Operating Expenditures	The costs of day-to-day operations such as personnel, materials, and equipment required for a department to function.
Performance/Workload Indicator	Specific quantitative and qualitative measures of work performed or to be accomplished within an activity or program (e.g., total number of permits processed). Also, a specific quantitative measure of results obtained through an activity or program (e.g., percentage of library materials available within seven days of the request at a specific branch library).
Personal Services	Expenditures related to compensating employees, including salaries, wages, and fringe benefit costs.
Property Tax	Tax on the value of real and personal property and is levied almost exclusively by local governments. In Maryland, the State Department of Assessments and Taxation is responsible for the valuation and assessment of all property in the State. The local government is responsible for setting the tax rate to be applied to the property assessments to generate revenues in support of the local budget. The property tax is the major revenue source in Maryland county governments and is collected by the Treasurer.
Reserve	A portion of a fund's assets that is restricted for a specific purpose and not available for appropriation or expenditure.
Revenue	Funds that a government receives as income and represents an increase in net financial resources. These receipts may include tax payments, interest earnings,

## GLOSSARY

	service charges, fees, grants, intergovernmental payments, and other miscellaneous sources.
Special Assessment Fund	A fund to account for the provision and financing of certain public improvements which primarily benefit particular taxpayers against whose properties special assessments are levied (e.g., shore erosion control districts). The special assessments fund the repayment of costs increased for the capital improvements, including debt service.
Special Revenue Fund	A fund used to account for revenues from specific taxes or other earmarked revenue sources which by law are designated to finance particular functions or activities of government.
State Agencies/	Certain organizational entities are either State agencies or legally independent Boards and not directly responsible to the Board of County Commissioners. However, the County is responsible for providing partial or full funding support. Examples include the Supervisors of Elections and the Board of Education.
Transfer Tax	A tax imposed on instruments transferring title to real property. Transfer tax revenues in St. Mary's County are a dedicated source of revenue for the capital budget.
User Charges	The payment of a fee for direct receipt of a public service by the party who benefits from the service.